

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES  
TUESDAY, FEBRUARY 20, 2018**

Meeting called to order at 9:00. Those present are Commissioner Hancock, Commissioner Martinez, Chairman Farnsworth, Prosecutor Paul Butikofer, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Commissioner Martinez. Prayer offered by Colleen Poole.

**ANDRE LAWSON**

• **CONFLICT PUBLIC DEFENDER CONTRACT**

**9:00:57 AM** Colleen provides the contract Weston and her re-did this from the previous conflict attorney. Andre Lawson and John Stosich have reviewed this. Colleen said this is at \$65 an hour. Andre does not have any questions. Chairman Farnsworth thanks him for accepting this and happy to have him on board. Paul Butikofer said one year from effective date would run over budget terms. Commissioner Hancock wonders if they could have this run until October so this renews at the new budget. Change this to go from today February 20, 2018 until September 30, 2018. Asks if Andre has an issue with this. Andre said he does not. Colleen said if they change the hourly amount in the next budget then they would have to resign the contract. Paul asked if there is a renewal clause. Andre believes there was an automatic renewal in a year. Commissioner Hancock said they can approve this subject to.

**9:04:13 AM** **Motion by Commissioner Hancock to approve the contract for professional services for our Conflict Public Defender with Andre Lawson subject to amending the contract to the change the date to February 20, 2018 until September 30, 2018 at a rate of \$65 an hour. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

**9:07:16 AM** **Motion by Chairman Farnsworth to amend the agenda to hear from Pam Herdrich who is here from High Country RC&D due to Commissioner Martinez failing to put this on the agenda. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

**9:07:50 AM** Pam said that Commissioner Martinez asked her to come in and give an overview since the county is a sponsor for High Country Resource Conservation and Development (RC&D). Pam is here on behalf of the board thanks them for their generous sponsorship of \$1,000 this really helps. They are a small non-profit that had its roots in a federal program in 1962. Had the idea that local folks had better idea on how to use federal assistant dollars. Are recognized by the US Secretary of Agriculture and have been able to work with federal agencies. Had line items of \$3,000 over the years this has changed and the federal government has stepped away from the program. Still recognized by the Secretary of Ag. Over time the RC&D have filled holes that were not filled by other organizations. High County has specialized in helping folks find the expertise and funds they need. Help plan for local projects. Also helping sponsors with the counties since they have the expertise to manage federal grants. Helped Fremont and Madison do some large state grants which were federally funded. These needed to be managed to the federal standard. Work with Bureau of Land Management. Doing quite a bit of work with fire mitigation and urban land interface. Looking to work together above Heise who were not willing to talk. Got them all talking and working with the Forest Service and private land to help manage this. So a Henry's Creek Fire does not happen again. With so many individuals using this road with recreation it would be hard to get individuals out. Will begin working on the Menan Buttes this spring.

**9:13:38 AM** Chairman Farnsworth said they did this in Island Park and was there something they did in Bonneville County up by Palisades. Pam said yes they are working there with a state grant. Bonneville County has asked they manage these grants so they are out of the middle. Did not have the skill set to manage these grants. Wanted the work done. Request a grant for \$240,000 for those folks up there. Will see if the money comes through this will be 2019. Smaller projects have helped the Butte County Fair board come up with some money to get a new livestock pavilion. Believes they were able to get \$60,000 over two years. Good at helping marshal their resources with community association. Wanted a community center for activities no matter what faith they were. Were able to help get \$120,000 and the community came together. The electrical and pouring of the contract was the only work they had contracted out. Have a good model and have been helping folks. Really appreciate it. Last year had a large project year so the money is down they brought into the area. Have part-time staff she is the Executive Coordinator. Have a part-time bookkeeper and three project managers that are paid per project. Looked at last year Jefferson County paid dues of \$500 and \$5,000 for the cloud seeding. Add this in and Mitch was able to get about \$9,000 extra in grants from Cooperative Weed Management Area (CWMA). Spent about \$3,000 for the Heise thing figured it is mainly Jefferson County had about \$2,000 involved with this. Unless this takes more than three hours of her time she looks at how to get the plans going. Jefferson ended up with \$106,000 which is a \$19.30 rate of return on the donations. Personally has been managing grants for over twenty years. Thinks there are other areas they can help in the future. Commissioner Martinez appreciates this knows they get their money's worth.

**9:20:52 AM** Chairman Farnsworth said when they came on they were working in Island Park. Pam said in Island Park have taught them how to do projects and write these grants so now they are on their own. Commissioners thank Pam for coming in.

**EMERGENCY MANAGEMENT – REBECCA SQUIRES**

• **IDAHO FULL SCALE EXERCISE**

**9:22:05 AM** Rebecca thinks she forwarded this email. The State of Idaho, Idaho Office of Emergency Management, Idaho National Guard and the INL are ramping up for a full scale exercise in March 2019 and they are asking for Jefferson County's participation. Tossed this out at the responding agencies such as Central Fire, Hamer Fire and Mud Lake Ambulance. Central Fire has responded and West Jefferson has responded with questions. Here to ask if Jefferson County Emergency Management would like to participate. This would be a seismic event with a radiological

release. Would exercise for us an Emergency Operations Center (EOC) activation. Bring them in to practice what it looks like when they activate the EOC, what declarations would be necessary and what financial measures would be necessary. Commissioner Hancock said other counties are interested and this is a realistic exercise. Rebecca said yes and she does not have to write this. Would have the expertise to right these exercises for the county. This is a year out. Chairman Farnsworth thinks this would be a good idea to see how this works. Rebecca said things highlighted in green is the immediate need. Have to respond and tell them they are interested then they define what they would like to get out of this. Then would have some meetings to help plan this. Chairman Farnsworth said they need to identify district's level of play, identify exercise concepts and objectives and provide participants for the exercise planning. Rebecca said that they are already planning this exercise even though they are a year out. The INL is required to do thirty or more exercises a year while the county is required to do three. The Idaho National Guard will bring out their toys and participate as well.

[9:26:22 AM](#) **Motion by Commissioner Hancock to authorize Emergency Preparedness Manager to work with State of Idaho Emergency Management on an exercise from March 11 to 15, 2019 an Idaho Response 2019 full scale exercise. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **BOMB SQUAD ROBOT PURCHASE**

[9:27:18 AM](#) Rebecca had spoken with Commissioner Hancock and Chairman Farnsworth separately on this. Has an email from Tom Lenderink who is the Emergency Manager in Bonneville County who is spearheading the project. The second item is a description of what the Regional Bomb Squad is. This is written by her buddy Bill Squires from Idaho Falls Police Department. Recap that rather than having explosive disposal ordinance and bomb squads in every county this regional bomb squad services all sixteen counties. If they have a device they can call upon this squad and they would respond to our jurisdiction. One of the letters explains that the robot they currently have is old and ended up in a canal. Now this is beginning to malfunction. Wanting to purchase a new bomb robot and the quote is \$160,000. Chairman Farnsworth asked if she said the last robot went into the water. Rebecca said they had been responding along a ditch bank and the bank collapsed and the robot went under water. Works now but has some glitches. Not disposing of the old one will still keep this. Bonneville County proposes to throw in \$100,000. Our share based on the population is ten percent of the remainder so would be about \$6,000. Paul asked what counties are going into this. Rebecca said all sixteen counties will go into this. Chairman Farnsworth said this is \$6,164.76. Do they have any bombs that have to be disposed of? Rebecca sent this on to Sheriff Anderson. Commissioner Martinez asked why Sheriff Anderson is not present. Rebecca said that Sheriff Anderson supports the purchase of a new robot but does not have space in his budget. Rebecca does not have space for this in her grant money either on October 1 they could swing this with grant money and Sheriff Anderson said he may be able to contribute. Bonneville County understands they are coming into a budget year but would rather get this sooner than later. Just want to know how they want to proceed. Chairman Farnsworth said they need to decide if they want to do this. Commissioner Martinez asked if Sheriff Anderson can come over and discuss this. Commissioner Hancock asked what agreements were made when they signed up for this Regional Bomb Squad. Rebecca is unsure.

[9:32:32 AM](#) Chairman Farnsworth said if they come and detonate a bomb then \$6,000 is cheap. Paul calls Sheriff Anderson. Rebecca provides an email from Sheriff Anderson she sent him this whole package. Chairman Farnsworth reads email from Sheriff Anderson "Thinks we should definitely assist in in this purchase as of now does not have any funds delegated for the need. If they can postpone payment until the fall he thinks they can work something out." Chairman Farnsworth said sounds like Sheriff Anderson is for it does not see any problems other than finding funding after the budget is set. This is relatively cheap. Paul asked the lifespan. Rebecca is unsure would probably depend on the situation.

[9:34:29 AM](#) Rebecca said Captain Squires provided a rundown on what regional teams exist. Have Regional Bomb Squad and Hazmat which is housed at Idaho Falls Fire. Do not have to keep up with the certifications and equipment they just house this regionally and they can respond. Chairman Farnsworth thinks they would have to go back through and decide where they could take the money from. Rebecca said this is grant eligible they could postpone this until the fall.

[9:35:54 AM](#) Chairman Farnsworth said they read his email on this bomb squad robot just wanted to hear his input. Sheriff Anderson said yes a thousand percent in a month from now people start cleaning out their sheds and they have a lot of dynamite calls. Region wide this bomb squad responds to most of their incidents within twenty to thirty minutes. Have utilized them quite often. Used to have to call the bomb squad from Tooele and wait hours for them to arrive. Commissioner Martinez said the response time is twenty to thirty minutes. Chairman Farnsworth said the consensus is they want this. Commissioner Hancock said Bonneville County wants to do this sooner with the issues with theirs currently. Rebecca said they want this now but realize they are coming in during the middle of a budget. Chairman Farnsworth asked how much they have in contingency. Colleen said they budgeted \$175,000 and spent \$62,700. Sheriff Anderson asked what our share is. Chairman Farnsworth said this is \$6,164.76. Rebecca said that Bonneville is chipping in more than their share. Sheriff Anderson said the \$6,000 would easily cover their use of this. Colleen asked if this could be reimbursed by a grant. Rebecca said they may be able to get fifty percent back with the Emergency Management Performance Grant (EMPG) grant would have to check if this is an eligible item. Paul said they are halfway through the budget year with the contingency funds. Commissioner Martinez said he wanted Sheriff Anderson's opinion on this since it is covered in his department. Chairman Farnsworth thinks this is something they could take from contingency. Rebecca said if the other fourteen counties say not until fall then they may have to wait to purchase until fall. Chairman Farnsworth said worst case scenario is they take this out of contingency and if they wait until fall they can take this out of the grant. Sheriff Anderson said Bonneville County realizes that they are coming in middle of a budget year.

[9:43:11 AM](#) **Motion by Commissioner Hancock to do a tentative approval for the Idaho Falls Regional Bomb Squad Seven Robot for \$6,164.74 will take this out of contingency if the other fourteen counties cannot proceed they will take this out of the grant funds come October 1. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **SIGN FEDERAL REIMBURSEMENT REQUEST**

[9:44:17 AM](#) Rebecca said they are ready to request another disbursement from the federal government from the federal declaration. There are two sheets one has a box for signature and the other verifies the worksheet so she signed this. This is requesting \$81,064.53.

[9:45:15 AM](#) **Motion by Commissioner Martinez to sign the federal reimbursement request for \$81,064.53. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **CONFERENCE AND EXERCISE REPORT**

[9:45:58 AM](#) Rebecca has an update on her conferences. Provides the agenda National Weather Service Groundhog day conference. They are a great partner. Always looking for input from agencies on the messages they put. Ask if these make sense and do they influence individual's decisions. If you ever do not understand their message please let them know. Trying to keep individuals safe. If they have feedback on the language in their warnings and watches let them know. Brought up they will be piloting some partnership programs. Did a study in Salt Lake on a winter storm event to see if messaging could change people's behavior. Noticed if the National Weather Service, Highway Department and Law Enforcement had consistent messaging they were able to change the peak traffic on the freeway systems by two hours to avoid the bad weather. Piloting the program now. May contact our county as a cohesive force instead of just having the Weather Service messaging. Chairman Farnsworth asked how they react to weather warnings. Commissioner Hancock said if he personally hears they are high winds he realizes he better go bale that hay or he may not be able to find any hay if he waits. Rebecca said they could add agriculture impacts of weather they do transportation but agricultural impacts. On the Social Science of Medicine they talked about the messages on the highway. Personally when driving down the highway in February and this says expect winter driving conditions that's to be expected. If this said icy roads ahead adjust your speeds individuals may actually slow down. Chairman Farnsworth has seen signs saying take off your cruise control helps from spinning out on bad roads. Set the cruise going down the highway and don't think about it.

[9:51:23 AM](#) Rebecca provides an agenda from the IEMA conference. They did a table top exercise. Chairman Farnsworth looks at her notes on how our county would do. Rebecca said if something happens with a mass casualty or terrorism event at what point does emergency management get involved since she is not a firefighter or a cop. At the point they need resources they do not have ready access to. Can work the channels to get things. On small incidents she can handle those but on a large scale who would she call for help. Chairman Farnsworth did not realize this used to be three days. Rebecca said this was good have Monday being a business meeting. Tuesday and Wednesday had full agendas. Interesting speaker a gentleman from the Idaho Council of the Deaf and Hard of Hearing was fabulous. Really made her think of how they approach the public with those that have hearing, language and access issues. On a side note she just passed her licensing exam for amateur radio.

- **EXERCISE TOOL PURCHASE APPROVAL**

[9:54:58 AM](#) Rebecca said the company that did their table top exercise these individuals are from the INL talked to them about different projects. Have an exercise that is geared to school officials, law enforcement and other responders if there was a school shooting. This is a discussion based exercise. Watch a scenario unfold and stop and discuss who should be responding and what needs to happen. If they decide to purchase they can use this in any of the three districts. Can use this tool over and over again. Can be with law enforcement and school officials. Also could bring in the PTO organizations and volunteers so everyone is on the same page if something was to happen. Provides a quote from 360 they put tax obviously this would be taken off. In talking with the schools Ririe had responded immediately saying they would like this. Lisa from West Jefferson had some questions and is looking at a copy of her table top exercise and were conditionally interested. Had some grant money get freed up due to a project being under budget. Chairman Farnsworth said this is \$1,000 they gave a discount for being a good neighbor. Rebecca said they live in Rigby. They are employees at the INL and are turning this over to get it out to the public. Commissioner Hancock thinks they are interested. Rebecca said having this visually in front of you makes this so everyone is on the same page. Commissioner Martinez said they had a demonstration in the Sheriff's Office last year. Rebecca said this is more generic not the actual schools. Working on making a virtual model of the jail this will be for the next grant year. Commissioner Martinez asked about why the Sheriff is not her to put in his input. Rebecca said to model one facility is about \$10,000. This software includes a generic building and is a tenth of the cost. Can use this in several facilities and not just one. Commissioner Hancock thinks this would be money well spent especially if she has grant money available.

[9:59:51 AM](#) **Motion by Commissioner Hancock to authorize purchase of the 360 Protection Strategy Software for \$1,000. Second by Chairman Farnsworth. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – nay, Chairman Farnsworth – aye. Motion passed.**

[10:01:25 AM](#) Commissioner Hancock thinks the school districts will really be able to take advantage of this. Commissioner Martinez passed on this because he feels the Sheriff's Office should have some input on this. Rebecca said she does work with them on these items.

- **RESOLUTION #2018-11 – DIGB6 APPOINTMENT**

[10:01:55 AM](#) Rebecca said that Deputy Miller is one of Jefferson County appointees on the board. Introduces Bill Pope he is the new Chief at Central Fire. The District 6 Interoperability Board is a group of responder's shows who this is made up of. They get together monthly to discuss communications. This is something that falls apart is being able to communicate. Work to make sure the channels are compatible and hardware is okay and repeaters are in the right place. This is authorized with state statute. With a change in personnel in Central Fire there is a vacancy on this board.

[10:03:09 AM](#) **Prosecutor Paul Butikofer left room**

[10:03:20 AM](#) In the past this has been someone from Central Fire but does not have to be. Recommends looking at appointing Chief William Pope. Rebecca said this is a little bit of policy but is really a technical type of board. Commissioner Hancock asked who the other one is from Jefferson County. Rebecca said it is Deputy Miller. The chairman is Sam Hulse. Deputy Miller said they have two appointed from each county others are able to come but only those appointed by County Commissioners can vote. Commissioner Hancock asks if this is something Mr. Pope is willing to serve on. William said that he is fine with this.

[10:05:45 AM](#) **Motion by Commissioner Martinez to accept resolution #2018-11 for the DIGB6 appointment of William Pope the Chief of Central Fire. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[10:07:37 AM](#) Motion by Commissioner Hancock to adjust the agenda and move the Human Resources down from 9:00 to the 1:00 hour due to time restraints. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

#### **TREASURER – KRISTINE LUND & GIS – SHERRY LUFKIN**

##### **• DISCUSSION ON PROPERTY ISSUES**

[10:08:31 AM](#) Kristine said she had scheduled these then got sick. Will try and take care of what they can anything else they will move to later. The first thing working on this along with Sherry Lufkin always a wealth of experience. Actively working on the 2014 tax deed hearing. Looking at doing this May 21. One of the things on the list there is three different parcels. Did not realize there was a problem until the parcels become three years delinquent. Goes over the parcels on a map. The people whose names they are in have both passed away. Sheree from her office visited with Sherry Lufkin it was felt this was because an engineering firm used a fence line and not actual measurements so it left these strips of land. Will begin ordering litigation reports and these are over \$200 a property. Not sure what is the best course to take with this ground. When they have a little strip can do a quitclaim deed from one property owner to another. To do this the new owners would have to pay for a new legal description because they cannot add land together like they did in the past. Would not necessarily be a benefit to the individuals. Has this on the list as a tax deed but not buyable property to do anything with. Came to look for advice or suggestions. When they order litigation reports they add this to the parcel so they do reap this money back. This is a large amount on these parcels not sure they have anyone bid.

[10:14:02 AM](#) Commissioner Hancock said this could be somewhat beneficial. The one part goes the whole length of Stan's property. Sherry estimates a half acre. Commissioner Hancock asked how they combine these. Kristine said that she doesn't. Commissioner Hancock asked how they got a new description. Sherry said that Hadley Sorensen owned the three slivers. Original owner on the south. Conveyed a fence line surveyed description and this left Hadley with these pieces. Kristine said neither are alive. Have some heirs that do not want to be bothered. Sherry said originally Jerry Sorensen, Hadley's son, owned this property and conveyed it to Hadley. Then Hadley sold the land sold this up to the fence. Jerry Sorensen the original owner in came in April 2013 was wondering why he was a contact on this property of his fathers. Had explained there are gaps along the fence line survey. Talked about quitclaiming these gaps. Question was who would pay for these gaps. Did not seem willing to proceed. Have not spoken since 2013. Kristine sends out a notice. Commissioner Hancock said they need to talk to the owners of the other ground to clean this up. Sherry said this is Sorensen's responsibility with the survey description leaving these gaps. Kristine said the costs involved in selling this in a tax sale is expensive. If they have someone come in bid and buy this they can incorporate this into their ground at a later time. It is the steps they take. It is a risk. Could take a tax deed if she did not get a litigation guarantee report which is not best practice. What avenue do they go so they can resolve the situation? If you have a little land is this worth over \$300. Was at a cross roads wanted to get more advice and opinions.

[10:20:37 AM](#) Commissioner Hancock said they could benefit from some of this ground. Wonders if they may be willing to talk to these individuals. Kristine said they have to have personal representatives and they do not want anything to do with this and do not want to talk about this. Sherry said that Jerry was listed because he was the only person of contact. Commissioner Hancock said that they do not want anything to do with this and would possibly only cost the county money. Could tell Sorensen's that they will not charge any of the back taxes if they sign this off. Kristine said they may be able to do that clear all taxes but need a signature to clear the property. Commissioner Hancock said they would have to deal with Jason, Stan and the Sorensen's. Sherry provides a map. Chairman Farnsworth said the Sorensen's have to be part of this. Commissioner Hancock thinks they do not want to have to pay any taxes. Kristine said she can visit with them and if Commissioner Hancock can visit with Jason and Stan. Kristine thinks Thompsons Engineering may also be able to help with this. Will roll in that direction.

#### **TREASURER – KRISTINE LUND**

##### **• NEW CREDIT CARD PROGRAM**

[10:28:40 AM](#) Kristine said the new credit card program these are here but have not sent them out yet. They are silver and have Jefferson County insignia on this. This helps for whoever has these in their possession that this is their work cards. Will be getting these dispersed. Few of the things to clarify due to security and safety measures. Have been cautious with these before. Talked about how they will get the rewards back to use within the county. With this program she and whoever she designates can go and look at activity within the month. Have all cards set at \$1,000 but can periodically raise these. Have spoken with the Sheriff's Office and Garn they can use this program for different purchases. Say if Garn is purchasing computers and wants to utilize this wants can bring this to her and increase limits for the purchase. Once they pay this off they can take the limit back down. Same way on the Sheriff side of things. Talked with Sheriff and Melissa and they both think they can utilize this.

[10:32:46 AM](#) Chairman Farnsworth said then they could receive the bonus on these high purchases. Kristine said the credit card is a specialized company within the bank. They asked to look at our vendor list so they can let us know which of these individuals accept payments. Paying for oil or rock purchase depending on the vendor and situation. Does not want to open up any holes in the safety net. Wanted to know with the board's perspective was and how much authority she would have. Would verify they went before the board and the board has approved the purchase before she increased the card.

[10:35:16 AM](#) Commissioner Hancock said they could give her the authority to increase and decrease limits as needed. Needed to change Garn's to \$25,000 can change this without coming to the board because he should have already come in for approval. Thinks this is a great opportunity and she would control the finances which is part of her job. Kristine said this would have to have restrictions and boundaries. Will work with Colleen and Marla in the Clerk's office. Wanted to have the understanding that they are all on the same page. Commissioner Martinez thinks they have policy for over \$1,000 if they have Garn come in they could give Kristine the authorization at that time. Kristine said capital purchases get approvals other budgeted items may not need approval. If Mitch has \$6,000 in chemicals that needs purchased this does not need to be authorized then she would have to come to the board. Only come to the board for capital purchases. Commissioner Hancock thinks they give that discretion on the companies that will allow this to make it her decision to use the credit card all across the county. Chairman Farnsworth asked about a reporting

system. Kristine said they can go online will also print statements monthly. Anytime they get a question they can come into the office and see what is being purchased. Commissioner Hancock said she could bring in a report on how this is working. Commissioner Martinez thinks where they meet every Monday would like to have some of these items cleared before them. Kristine said if she sees anything that is a red flag she will let them know.

[10:45:07 AM](#) **Motion by Commissioner Hancock to authorize our Treasurer Kristine Lund to increase and decrease credit card amounts as needed. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **MOBILE HOME ISSUES**

[10:46:09 AM](#) Kristine said they have an issue with a mobile home for a Traci Anderson. Had two mobile homes on this property at one time and Planning & Zoning asked them move this. Problem is they cannot move this without paying the tax because that is a misdemeanor. Has ground with two parcels one is her current residence and the other mobile home is gone. Have in the past put taxes against personal property. Mobile homes are considered personal property would attach this to the real property. Per Idaho statute 63-504 talks about liens on unpaid personal property. Have a bill from 2015 taxes to 2016 taxes for \$403 have \$200 on landfill use fee. Have an avenue right now of attaching this to real property. When this is delinquent have to look at the process and how the distribution goes. Money for each year needs to be on the coordinating year's disposition. Will have to have a tax deed this year but would rather get this transferred before this time. Has an idea where the mobile home is but if they deal with it this way will not have to chase this down. Will immediately notify the tax owner of any taxes that will be added. Has to be approved by the board to add tax from personal property to real property.

[10:50:56 AM](#) **Motion by Commissioner Hancock take the delinquent tax amount on parcel #MH4039E0421 of \$403.04 and move this to real property parcel #RP04N39E219501. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[10:51:01 AM](#) **Prosecutor Paul Butikofer is present**

## **PUBLIC WORKS – DAVE WALRATH**

- **UPDATE**

[10:52:30 AM](#) Dave has an early version on what he has planned for this year as far as overlays and chip seals. Have 3800 as a top priority. Coming up they will be replacing culverts on these roads so after the overlay they do not have to dig a big trench. These are ready to be replaced and are hoping to do this before. Chairman Farnsworth said on 3800 have cleaned the ditch right up to the road. Commissioner Martinez asked if on 3800 they will widen this. Dave hopes to get a foot on each lane. Challenge will be mailboxes. Commissioner Hancock said they could hand deliver a letter by a Scout group asking homeowners to move their mailboxes. Dave said they are looking at about twenty-five to thirty. Dave said when they widen this that will be an issue. Dave said the intersection of 3800 currently there is four lanes on the south side. Have a dedicated right turn lane, a through lane and a turn lane. Wants to have the center lane be straight or left. Currently can see where tractor trailer rigs are hitting the sidewalk. Not sure they need a dedicated left turn. Want a turn lane into the Middle School because all the traffic goes there. Thinks they have width to make this happen. Will work on the old Butte Highway in Hamer. Twin Butte Road should have Madison help with some of the plant mix costs. Basset Road have two miles on this. Have 16.1 miles on this priority list. If they could do the last projects in September they could push this into 2019. Goes over chip sealing. Has a better penetration it is basically durapatcher oil with diesel in it. Have cleaner chips this year. Would like a paved road if this still has a crown but is cracked up this is where the treatment is most effective.

[11:02:51 AM](#) Chairman Farnsworth said he would like to go look at a few of these he has some in his district. Would like to determine if these are the worst. Really wants some input on what roads will be done this year. Realizes it is good to wait a year on chip seals. Dave said on the railroad crossing at 4000 they are partnering with the Railroad and State to fix this while they are redoing the tracks.

[11:06:51 AM](#) Chairman Farnsworth said they do not have any dirt roads on here or mag-chloride treatments. Dave said to do the entire roads would be around a half a million dollars. Doing in front of just the houses they are looking at around \$40,000. Commissioner Martinez said they may have to prioritize some of these roads. Dave said there are some that would be on the to be determined list. Possibly will have some other things coming their way.

[11:09:53 AM](#) Commissioner Hancock brings up some issues they had from the claims last week. Kerry and Dave said on the Verizon this provides a code. They can actually diagnose these codes without even going out to the truck to know if it is a serious code. Commissioner Hancock said the other question on the beet juice there is two totes. Dave said this is half of the \$7.50 this is still expensive. This is the condensed version so they do mix this ten gallon makes one hundred gallons. Dave said this was supposed to be an experimental thing if it does work would be able to purchase this from the refiner at a lower cost. Only used one hundred gallons so far this year. Does not have a shelf life on this. Has not been a good year to test this.

- **MECHANIC HOURS**

[11:15:55 AM](#) Chairman Farnsworth said they were looking at having a mechanic available on days off so items can get fixed. Chairman Farnsworth said they had looked at doing five eights or they could still do four tens but work Tuesday through Friday. Commissioner Hancock said he spoke with them would have to have two people there for safety also during the week they would need to have someone there every day. Chairman Farnsworth said they could go Monday, Tuesday, Thursday and Friday. Dave recommends Brock is paid out of Solid Waste both of those guys spend a lot of time out there. Next budget year they could add a mechanic and have them report to the landfill directly. That person could be Wednesday through Saturday at ten hours or Tuesday through Saturday at eight hours. Will be people at the landfill to assist on Friday and Saturday. Could also move Brock to landfill. Commissioner Hancock said they are still concerned about working on equipment when no one is around. Chairman Farnsworth said if they have a mechanic available they could check all of the equipment on Friday. Would help keep them up on service. Knows some places work nights so they are not working during useable truck time. Commissioner Hancock said Kerry pointed out they have spare trucks so they are not down for the truck drivers. Not all equipment is running all the time. Dave said graders are not working every day.

Chairman Farnsworth said they have ten trucks and eight drivers. Dave said sometimes the west side is out grading or out doing culverts, cow guards and mag chloride. There are no shortage of things to do. Chairman Farnsworth asked how many truck drivers they have. Dave said they have four equipment operators that just run trucks and then they have some that move from trucks and other equipment so probably eight at any given time. Last year had all ten trucks going during the winter. Commissioner Hancock said one would be Tuesday through Friday and the other would be Monday through Friday with a day off during the week. Chairman Farnsworth said if they have one that has a day off during the week they should have someone in the shop that is available to help if needed.

[11:24:22 AM](#) Commissioner Martinez said in the two years they have guys available to help when they need an extra hand. A lot of time Kerry watches or supervises them do this when putting on wings. Thinks they need to have someone there on Fridays. Have trailers sitting in the yard that would not be looked at until these are hooked on. Those pups need to come in during the winter and be inspected. This is why he favors someone going in on Friday so these items can be taken care of.

[11:25:58 AM](#) Commissioner Martinez knows they will need another mechanic. Chairman Farnsworth said if they are over at the shop on Friday they can go over to the landfill if they run into any issues. Dave said if they have anything that is so bad that it would interrupt operations at the landfill then one of the mechanics would go in and handle it. Other issue would be the availability of parts.

[11:27:20 AM](#) Commissioner Martinez would like Dave to work up a schedule for the mechanics. Dave said they could look at nine eighties and rotate every other Friday off.

[11:28:30 AM](#) Commissioner Hancock asked Dave to report on the fuel containment. Dave said they had the fuel containment vessel poured. Fuel tanks have been set on fiberglass grates. Still have three legs of an apron that needs poured where the trucks pull in. Will have to purchase a dispensing system. His vision is a key card for every vehicle with a pin number. Chairman Farnsworth said a thought would be to disperse some of these to the county. Dave said this would definitely save. Chairman Farnsworth thinks the gate is the only issue. Dave said they could improve the gate system. Commissioner Hancock said they could change this to a key reader at some point. Chairman Farnsworth said the amount of fuel the Sheriff could save is substantial. Commissioner Hancock said when they do the numbers. Dave said they purchase this at wholesale price. Commissioner Hancock said they are supposed to get this without tax on it. Dave said it is too cold to pour the aprons. Will have to do the dispensing system so they are a couple months away. Kerry is building us a game way platform and stairs for the guys to spray their truck beds out. Found steel they had on hand to build this. Will be a nice feature as well. Chairman Farnsworth said they cannot have diesel on the ground. Dave said they will probably build a pad with gravel. Would every so often use this on the roads somewhere.

[11:32:22 AM](#) Commissioner Martinez asked if they could move the broom under the canopy. Dave said he may have forgot to mention it.

#### **SOCIAL SERVICES – JACKIE MAUPIN**

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

[11:32:47 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 11:50

[11:50:55 AM](#) Recess until 1:00

Open session 1:00

#### **SHERIFF'S OFFICE – LIEUTENANT ALLEN FULLMER**

- **RECREATIONAL BOATING SAFETY GRANT**

[1:01:33 PM](#) Lieutenant Fullmer provides the boating agreement for the county. Has a formula workshop on how they come up with the figures. Have 7,764 acres of water in the county. Had 659 registered boats in the county. Conducted 158 boat safety inspections which was about a 100 more than the year before. Had three boating related citations. Had ten students in Boat Idaho and Boat Palisades. This is a yearly Recreations Boating Safety Grant allocations of \$6,186. The matching on this is \$3,093 has checked with Colleen and they have ample funds for the match. Have a Memorandum of Agreement that is attached to the grant. Colleen said the Vessel Fund report had \$23,000 they could hold over for this as well. Lieutenant Fullmer said they have boat safety classes and inspections. If they get the grant they can use these funds to equip the new boat. This is something that is the same every year. The budget year and date change. Lieutenant Fullmer said that Madison and Clark have not participated so they are not included in this.

[1:07:05 PM](#) Motion by Commissioner Hancock to approve the agreement between Idaho Park & Recreation and Jefferson County from October 1, 2017 through September 30, 2018. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

#### **SHERIFF'S OFFICE – CAPTAIN JOHN WOLFE**

- **PURCHASING VEHICLES**

[1:08:48 PM](#) Captain Wolfe is here today because they would like to purchase two Chevy Tahoes. Commissioner Hancock asked if this is through the state bid. Captain Wolfe said they are and price per vehicle for a 2018 are a good deal. Chairman Farnsworth said that the killer part is adding all of the police equipment. Captain Wolfe said that they save by using the same radios this saves them about \$3,500. Designs change and they have not had equipped Tahoes for patrol. Commissioner Hancock asked if they will take any out of service. Captain Wolfe said they are taking out one the other will be a reserve vehicle. Will probably do a sale instead of a trade in. Would not do this until later in the year. Commissioner Hancock said that Mitch is getting a state online auction website. Chairman Farnsworth said they can sell items immediately instead of waiting to have a sale. Have to put their terms on there.

[1:12:59 PM](#) Chairman Farnsworth said he will have \$19,480 left in the budget. Captain Wolfe said this is based off of his numbers. Colleen said they have only spent ten percent so there may be more left. Captain Wolfe said they still have the transport van that has not come out yet.

[1:13:58 PM](#) **Motion by Commissioner Martinez to approve the purchase of two patrol cars and installation of police equipment for \$96,900. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

### **ASSESSOR – CODY TAYLOR**

- **CANCEL CONTRACT**

[1:14:43 PM](#) Cody is here have had this contract with ML Computer Services since she took over as Assessor. Visited with Garn and he does not think this is necessary. Has contacts with maintenance people he can contact. Wanted to get their permission to cancel this contract. Service contract for the printer and copier in the office. Always renewed this every year. With Garn in house he does not feel this is beneficial. Would rather call people when they have any issues. This started January 2018 but Jay Clark had just brought this in. Commissioner Hancock said this has not been used. Cody said this is month to month because it has not been signed. It costs \$76.95 a month and \$923.40 a year. Was told this was month to month until they got this signed. Down to one printer on this and pays monthly. Has not been that impressed with the service. Chairman Farnsworth thinks if they are not benefitting from this. Paul said they should have sixty days' notice after the initial term. Cody said March 1 to February 28. Could pay one month beyond that. Could pay for February and March. Chairman Farnsworth said worst case scenario is they paid for April. Commissioners' are fine with her cancelling this contract.

### **HUMAN RESOURCES – REBECCA SQUIRES**

- **POLICY REVIEW LETTER**

[1:20:06 PM](#) Rebecca said there is a class for elected officials that is on Thursday. This is their role in a disaster. Last week they asked her to draft a letter for the policy review. This is standard operating procedure (SOP) five that will be an attachment. There were a few things she noticed and will draw their attention to. Rebecca asked if there are any changes to the letter. Commissioners are all fine with this letter. Commissioner Hancock said the local policy is more stringent than state requiring three bids are they still going to require this. Does not have a problem with this. Commissioner Martinez thinks this is good practice to obtain three bids. Rebecca said in the SOP pointed out in paragraph two and the difference between one and two. Paragraph one is a department head such as Probation and Public Works and paragraph two is elected official. In paragraph one this requires board approval and paragraph two if it is an elected officials does not require board approval. Except in paragraph three goes over titled equipment such as vehicles. Chairman Farnsworth said this is a comment that came up previously. If they budgeted \$180,000 for vehicles they felt they could go buy them because they budgeted it. Feels the problem is need to verify that the money has come. Commissioner Hancock said this goes off of what county policy. Still have to be in compliance. Chairman Farnsworth said example the Sheriff's Office just made sure the money was available and got approval for purchase. Chairman Farnsworth said they just came in to purchase vehicles and the money is available. Chairman Farnsworth thinks they may need to fix this and have all of them come before the board. Paul said they cannot amend the policy today. Chairman Farnsworth said they could reword this policy and bring it back in. Paul said they could consider sending the letter then revising the SOP. Chairman Farnsworth said they can send this and then revise this. Rebecca asked what they want on this as far as accountability not all employees have purchase authority. Do they want a list of employees that initial next to this? Chairman Farnsworth wants to know all employees have seen and recognized this. Commissioner Martinez said looking at adding accountability in this if they were forced into buying equipment because they had it and used this and could not return this. Chairman Farnsworth said that ICRMP told him years before that if this was purchased without approval they own this. Asked again at this last meeting and they are now backtracking. If put in place that purchase anything without approval this is yours. If anything over \$1,000 has to be approved.

[1:29:22 PM](#) Paul would recommend to approve letter with policy as written then they could look at the language when they change the policy. Does not want them to stray from what is before the board right now. Chairman Farnsworth thinks they are fine with the letter. Commissioner Martinez wants some accountability. Chairman Farnsworth said this will be sent now and then once they amend the policy it will be re-sent out.

[1:32:37 PM](#) **Motion by Commissioner Hancock to approve the policy review letter as written to all county employees. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **CONTRACT SOFTWARE UPDATE**

[1:33:13 PM](#) Rebecca said at the last meeting there was a discussion on contract management software. These are companies that BYU-Idaho worked with that had this kind of project. Have what their RFP looked like this sets out what the requirements are. Chairman Farnsworth said at the meetings an attorney had a software on the computer but every thirty days before a contract expired it would give a tickler. Any new contracts would highlight any changes in red when scanned against the previous contract. Paul said they do not get a tickler but believes Weston has a system. Rebecca said this is BYU-Idaho it was going to be expensive. Paul thinks they could check and see how much this costs. Chairman Farnsworth said if this is an automatic renewal they are missing out on things they no longer use. Colleen said there were contracts that expired where they thought this was auto-renewed. Rebecca said this is very intensive and our requirements are not what theirs are. Chairman Farnsworth thinks that this is something they can look at to help protect the county and the vendor. Rebecca said this is her report back there are other companies out there. Chairman Farnsworth said they need to find how much as a good business standard. Commissioner Hancock said they would want the least set of abilities. Need an optical scan and reminders for contracts coming in with the next month. Rebecca said if she took this on then she would take hours above her allowed time is it okay to take this from the special project line. Chairman Farnsworth thinks that would be fine. Rebecca will report back when she has something to report.

[1:40:16 PM](#) Recess

## Open session 2:00

[2:01:02 PM](#) Motion by Commissioner Hancock to amend the agenda to move Dan Taylor up to sign the conflict public defender contract as he is available now. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

**ROGER HOOPES & DAN TAYLOR**

- **CONFLICT PUBLIC DEFENDER CONTRACT**

[2:01:16 PM](#) Colleen said they made a change on the term from today until September 30 so the contract will coincide with the budget year. Both Roger and Dan are in agreement with the change.

[2:01:55 PM](#) Motion by Commissioner Hancock to approve the Conflict Public Defender contract for Roger Hoopes and Dan Taylor for \$65 an hour effective today until September 30. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[2:03:55 PM](#) Prosecutor Paul Butikofer left room

**COMMISSIONERS**

- **SIGN CERTIFICATES OF RESIDENCY**

[2:05:28 PM](#) Motion by Commissioner Hancock to approve certificates of residency for the College of Southern Idaho for Brittanie Romriell and Jacob Romriell. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[2:05:19 PM](#) Motion by Commissioner Martinez to approve certificates of residency for the College of Western Idaho for Alyssa Hernandez and Rebekah Lewis. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **NEW BUILDING UPDATE**

[2:06:28 PM](#) Commissioner Hancock said they are on time. Was around \$100,000 less than anticipated in payments. Received a quote of \$20,000 to run electricity to the Sheriff's shed. Believes this is too high has quite a markup. Have \$6,000 with materials. Chairman Farnsworth said they do not have all of the floor poured. Commissioner Hancock said they are moving forward. May recommend to have some other bids for electrical for the Sheriff's Office.

- **GREAT FEEDER – MEMORANDUM OF UNDERSTANDING**

[2:10:40 PM](#) Commissioner Hancock said he got a call from John Ellsworth. In order to get Mr. Hawkins off their back they have moved the pole. Of course it is being thrown in their face that the county agreed to pay \$5,000 for moving the pole. Had moved the wall in three feet so they did not need to move the pole. Thought they would not have to honor this. Told them he would bring this up. Chairman Farnsworth said the retaining wall was going to make this too narrow so the pole had to be moved. With the change they have enough room with the pole where it is. Commissioner Hancock said they should go re-measure this. Rebecca said they could bring Chief Pope out there to verify the radius. Chairman Farnsworth said they did this to benefit the county. By moving this wall they have plenty of room. Colleen asked would they have moved this if they had to pay themselves? Commissioner Martinez does not want to vote on any more money going to them. Chairman Farnsworth said this did not need to be moved. Will agree to the pole movement once they fix the retaining wall to how this was originally designed. Commissioner Hancock said they need to verify this was moved. As far as having the fire truck go up knows they barely can make it.

[2:16:45 PM](#) Commissioner Hancock said he can do another measurement. Chairman Farnsworth would like to see the memorandum of understanding (MOU) and then look at the dimensions. If it was wide enough the pole should be left. Colleen said they may have to look at the legality of the MOU. Chairman Farnsworth feels they may be void when they changed the design.

[2:19:10 PM](#) Motion by Commissioner Hancock to amend and correct the agenda that this is the Eastern Idaho Public Health Board appointment and not the Eastern Idaho Fair Board. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **EASTERN IDAHO PUBLIC HEALTH BOARD – APPOINTMENT**

[2:20:42 PM](#) Commissioners fill out their appointment.

- **RESOLUTION #2018-10 – TRANSFER OF FUNDS**

[2:21:06 PM](#) Colleen has to transfer \$105,398.75 from fund #23 from solid waste out-of-county revenue to fund #49 debt service fund to cover the interest payment to Zions Bank for the courthouse. This is just the interest payment will have to transfer again for the courthouse payment.

[2:21:51 PM](#) Motion by Commissioner Martinez to approve resolution #2018-10 to transfer funds. Chairman Farnsworth adds the transfer of \$105,398.75. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **APPROVE COMMISSIONER MEETING MINUTES**

[2:37:51 PM](#) Motion by Commissioner Hancock to approve commissioner meeting minutes from February 12, 2018 with noted changes. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- [12:05:01 PM](#) EXECUTIVE SESSION 74-206 (B) - PERSONNEL

[2:40:43 PM](#) Motion by Commissioner Hancock to go into executive session 74-206 (B) – Personnel. Second by Chairman Farnsworth. Roll call taken. Commissioner Hancock – aye, Chairman Farnsworth – aye. Motion passed.

Open session 2:56

## PLANNING & ZONING – KEVIN HATHAWAY & IDAHO DEPARTMENT OF LABOR – WINDY KEEL

- INTERNSHIP PROGRAM

[3:00:32 PM](#) Kevin has Windy come present an internship program. Had a meeting with Rebecca and Weston Thursday and this is a good tool for the county. As an example for the planner position have gone through several in the past few years which is the reality of the market. Think they get a better shot.

[3:02:31 PM](#) Windy Keel is the Regional Supervisor for the Workforce Innovation Opportunity Act (WIOA) program. One of the things they were looking at is wage scales last week. Found out about the Labor Market Economist and how awesome the information is. This shows average wages and trends. Hope is the economist and Heather is Regional Business Solution specialist. Heather is able to help with apprentice programs or if they are having issues she can help guide you.

[3:03:46 PM](#) WIOA program is state wide and all nine counties. Ultimate goal is to get people into full-time permanent employment. They have a youth program for 16 to 24 this is for out of school youth or pregnant parenting youth. Try to help them figure out how to work. How can they help them learn to work and how to possibly get into a college and look at a career mode. Adult program is for people typically lower income who still need food stamps and housing assistance. Have had jobs but never figured out how to get on their feet. Always in a crisis situation. Our goal is to get them where they are making enough money that they do not need assistance anymore. Dislocated worker program is for those unemployed due to major layoff or a displaced homemaker. Typically see a stay at home going through a divorce or a death and has to move toward the work force. Everything is designed around the client. Sometimes they look at internships or on the job training. This is what they have been discussing. Work with work experience with the youth putting them in to teach them to show up at work on time. Internship program sometimes is tied to school. How can they get hands-on experience to help get some experience on their resume. Have some grants that build on skills they already have. Have a position that was eliminated nationwide but signed a do not compete clause. Can no longer work in that field. Has really good people skills. Have done project management but never worked in Planning & Zoning. Was discussing with Kevin to have her come in on the internship for the planner is short program with about 200 hours. Wages would be paid by the WIOA grant. If she was offered a position which is not sure they if they would have to advertise as always but would have a heads up from being in the position. Would have to offer a full-time position then would reimburse for training costs. Brought paperwork for this program. Kevin said that Weston has reviewed this. Windy said there is nothing saying you have to keep the person they are your employee.

[3:10:26 PM](#) Chairman Farnsworth said if this is not working out do they call them. Windy would like to work on issues with them if they can. Have gone in and sat with the person and the employer not usually at this level. If that person walks in and there is an issue there is nothing saying they cannot fire them. Do have to follow all labor laws and no nepotism. Case manager will make a job description. Cannot fill a position that is currently open with the internship program they would have to use the job training program. Need to have where their skill set is and what the job description is. Usually sit down with the person and the employer.

[3:13:16 PM](#) Chairman Farnsworth asked how this works since you cannot fill an open position. Windy said for Kevin he needs a planner one that is not advertised yet also needs someone to work the front desk because this is not a vacant position. Kevin said this is to learn a position that could possibly come vacant. Chairman Farnsworth said then they could learn a skill and if the position does not go vacant they have learned a skill.

[3:14:10 PM](#) Rebecca said if the Clerk's office or Park & Recreation had a project such as scanning or a project at the lake this could be an internship because it is not a usual job but it provides training at no cost to the county. Windy said you can email her and they can see if they can send someone over. Chairman Farnsworth mentions scanning documents for Colleen. Can teach them the skill of scanning even though this will only be temporary. Kevin said this is a huge benefit to them because then they have a work credential. Windy is hoping they build good relationships and can provide positions for these individuals. Hope they can place Denise in the internship with Kevin and get this going. Rebecca said from the HR perspective Weston did point out they do not have a policy for on-the-job training. Are they a county employee? Who covers workman's comp? Benefits and time off apply? Would have to develop some policies for these questions.

[3:16:57 PM](#) Windy said on-the-job training this is where they would put someone that does not quite have the skill set but has a good work history. This is why they are getting reimbursed for part of their wages. This would have to be a full-time job offer. Kevin said then they would acquire PERSI as well as benefits. Would not as an intern until they transition. Windy said the contract is in the packet. Usually do a monthly reimbursement or at the end of the on the job training. If you get half of the wages reimbursed for three months then it was beneficial.

[3:19:17 PM](#) Windy said there is an evaluation in both programs. The internship has the paperwork on one side. Also has a job description with a weekly timesheet signed by the supervisor. This is turned into the Department of Labor every week. Chairman Farnsworth thinks this sounds like a win/win deal. Commissioner Martinez thinks this could benefit a lot of departments.

[3:20:24 PM](#) Kevin said this is great for youth to be able to learn traits. This is good for them because they have experience. Windy said under work experience program they try and tag individuals into department they would want to grow in. Having a variety of departments is helpful.

[3:21:40 PM](#) Hope as the economist covers all nine counties also covers the rest of the state. Learned the labor market here and realize it is hard to retain. Seeing longevity in the older generation and mobility in the younger generation. Whenever talks to employer she get to be the dismal person in the room. When talking about these awesome options this is money meant for employers. Need to not just think about how they reimburse the wages and still pay what has always been paid because this will not help retain people. Will not be able to get people willing to do this when the labor market is this tight. Need to relook at wage scales and benefits. If this is something they are interested in she is available to help.

[3:23:43 PM](#) Chairman Farnsworth said he is in the construction trade and had everyone left during the recession. Now in the construction trade there is no one here because they have all left for North Dakota. To find people that have this ability they do not exist but the jobs are there. Hope tries to get to the High Schools in the region to have this conversation. Not sure they do not want to work but it is a misunderstanding they do not know what the career pathways are for these kids. To get there they need to communicate with the kids.

[3:26:22 PM](#) Windy goes over that Heather works with the state wide apprenticeship team. The department of labor is making nontraditional apprenticeship programs.

[3:26:47 PM](#) Heather goes over the communication on the workforce. Such a heavy emphasis that they would go to school for four years and then get an advanced degree. A lot of the high paying jobs actually require technical training. Can get these trainings in less years. Things have shifted within the economy. There is not one pathway. Apprenticeship can lead to four year degree but this is not one size fits all. Doing this can minimize some of the student debt and can move in their career as they are learning.

[3:29:35 PM](#) Commissioner Hancock said one is talking about internship and apprenticeship do they mirror these together knows a lot of the colleges require this. Heather says an apprentice starts with an employer. Internship like Windy discussed is not saying this will result in a long term. Apprenticeship is usually one to four years and has employer commitment. Windy said sometimes they need tools to get started to go for electrical apprenticeship is \$720 for the first year. Sometimes they can cover this cost and get them the basic skills to get them started with an employer.

[3:33:22 PM](#) Kevin asked if he wants to move forward with this what would be the process. Commissioner Hancock said currently they do not have any policies may have to restructure the employee handbook. Rebecca is not sure not having any policies would preclude them from starting the program. The memorandum of agreement would need to be reviewed. Not sure it is critical to have the policy before they start the program. Chairman Farnsworth would like to jump on board with this personally. Kevin said they would function under the internship agreement. Windy said that Weston did agree to this really just says you will follow all laws nothing that ties your hands. Workman's comp is covered by the Department of Labor. Chairman Farnsworth thinks several departments would be able to use this.

[3:37:02 PM](#) **Deputy Prosecutor Weston Davis is in the room**

[3:37:11 PM](#) Chairman Farnsworth catches Weston up. Weston said a policy would be great. When looking at the paperwork nothing required a signature from the commissioner except for two documents. Seemed if this was an option the department wanted to take advantage of they could bring this in. Not sure if they make a policy it would be binding. Chairman Farnsworth thinks if they had a department that wanted to get involved with this they would bring it before the board anyways. Weston said more on the terms these are things that are already being done. Weston said that Windy would fill this out and then the department head would bring this in for a signature.

[3:42:34 PM](#) **Motion by Commissioner Hancock to approve the memorandum of agreement for the internship program between The Department of Labor and Jefferson County for Planning & Zoning Planner One position. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

## **PARK & RECREATION – MICKEY EAMES**

- **PROPOSAL ON BOARDS AT JEFFERSON LAKE**

[3:46:52 PM](#) Mickey said she has decided not to proceed with this.

[3:47:31 PM](#) Recess

**Open session 3:50**

- **OFF LEASH DOG DISCUSSION – DOG ORDINANCE**

[3:50:17 PM](#) Mickey goes over a letter that was written to commissioners about a dog that was always off leash in the camping area. Knows whose dogs they are talking about this was in the fall. Watch people throughout the winter with dogs and no leashes worry they may end up with a dog fight. Have signs all over the place asking for dogs to be on a leash. Chairman Farnsworth said they have the signs and rules but no one enforces them. Would not be opposed to having no dogs allowed. This is a problem that needs reigned in. Weston asked if there is an ordinance. Commissioner Hancock thinks they would need one specific for the park which they do not have. Can solve this by adding a fine. Mickey thinks they would need to make this enough to make it worth it.

[3:54:30 PM](#) Weston said where they have no fine this would have to be advertised and a public hearing would need to be done. Mickey said she can do that. Commissioner Hancock thinks they need a specific ordinance and should have the authority for the park employees to issue these because they do not need a deputy out there. Mickey said that would be the best do not need a deputy out there.

[3:55:46 PM](#) Weston said they could phrase this is a fee or misdemeanor. When they get the ordinance together send this over to him. Can talk to the Sheriff and see who is allowed to issue the citation. Kevin said they should have animals on a leash not just dogs. Chairman Farnsworth said if they add this for all animals. Commissioner Martinez would rather not allow dogs in the water. Mickey said they are allowed in the dog off leash area. Limit pets to the corner. Will work on this and come back in.

## **PLANNING & ZONING – KEVIN HATHAWAY**

- **ORDINANCES**

[4:01:41 PM](#) Kevin said that they have had issues with kennels. What typically happens is similar to Mickey's situation. Mickey said they have new neighbors that just moved in last November. They have put up a fence and have about fifteen schnauzer dogs out there. Her dog barks at them they bark back. Keep them in the house or garage most of the time. Is worried it is going to start smelling really bad and she has an issue with this. In the subdivision it says they are supposed to have three animals.

[4:03:25 PM](#) Chairman Farnsworth said there are a few others in subdivisions with similar situations. The Homeowners Association (HOA) is the ones they have referred them back. Kevin said if they have restrictive covenants then this can be enforced a lot of the HOA are not active. Weston said they are not responsible for picking up where the HOA has left off. Everyone wants restrictive covenants but they do not want them to

apply to them or pay the fee to be in an HOA. Have subdivisions that have these covenants most say the developer will be the committee or supervisor until an HOA is formed. Everyone gets mad at the developer but they really need to create an HOA. This really turns into a civil matter between you and your neighbor. If they have a separate ordinance on kennels they are not enforcing then that is a separate issue.

[4:05:39 PM](#) Kevin said they have dog at large ordinance. Kevin said most of these issues are happening in R1 zones. Provided the commissioners a land use table. R5 allows kennels. Chairman Farnsworth said only way to fix this would be per zones. There is a nuisance law. Kevin said this is as far as disturbing the peace after ten and before six. In order for this to be a meaningful ordinance they need to enforce this. Chairman Farnsworth said in one city they could give a ticket if it barked all day. Kevin said a lot of them have animal control to look for this type of thing which our county does not have. Mickey said she is not as worried about the barking as much this is more of a smell issue. Thinks there should be a limit. Will check on a HOA in her subdivision. Chairman Farnsworth said this would be the easiest way to handle this with the HOA.

[4:16:40 PM](#) Kevin said also looked at RV's they talked about what constitutes temporary. Did not believe an RV park was restricted but then found out it was six months. From the standpoint of the RV Park they should not have people there for longer than six months. Have to have a health certificate first if the county permits this. This is becoming more of an issue. If they do not enforce this are they more liable. Chairman Farnsworth thinks the squatters are the biggest issue. How they are depositing waste and if they are following codes. Kevin said this is what needs clarified. Need to decide and need to start charging permits for these. This may curtail this some. Would allow someone building a house to pull their RV out while they are building it. Chairman Farnsworth is not as objected to this when it is their own land. When pulling in next to mom and dad before long this is a dwelling. How would they enforce this? Kevin said they would have to have the Sheriff tag them. Have to work through the process with Weston some more. These are the things they are working through. They want to be comprehensive on this because they want to do something that will last.

[4:25:27 PM](#) Kevin said the same thing with tiny houses these do not specifically meet code requirements but can do a conditional use permit. These are things that IBC book do not cover the old code said they have to have one room that is one hundred twenty feet. Believes they will amend this to seventy feet in 2019.

#### **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)**

[4:28:59 PM](#) Chairman Farnsworth said they had a memorandum of understanding (MOU) to move a power pole once the bird left to have access down to the river for maintenance. This is when they had the retaining wall set at a certain direction. Then they moved the retaining wall three feet. They moved the retaining wall and made it so they did not need to move power pole. Commissioner Hancock said that it stated in the MOU that they would move this or pay \$5,000. Weston will need to look at this MOU. Commissioner Hancock draws a diagram of the area. Weston asked if this affects the county road. Chairman Farnsworth said that the pole was just sitting there because they had a bird in the nest. Commissioner Hancock said the pole is gone now. John Ellsworth called him and wanted to address this and pay the \$5,000. Weston said the wall could be part of the right-of-way. Chairman Farnsworth said this got moved in. Weston said this helps with the integrity of the road. Chairman Farnsworth said with moving the wall they would not need to move the pole. Weston asked when this was done. Commissioners believe this will be the second season. Commissioner Hancock said they can go get dimensions on the change. Stan did this on his own. Chairman Farnsworth thinks he did this to reduce the amount of traffic.

[4:40:46 PM](#) Colleen mentions everyone wants on the agenda when Weston is here. Weston knows that they are hitting him with email on Thursday and Friday. Weston gets items on Friday and they are set to be on the agenda on Monday. Colleen said people want him here when they come and discuss their issues. Weston said that Mitch has done a great job getting stuff to him. Weston said they need to look at the statutes and what policy is covered first. Sometimes finds himself doing other people's jobs before finding a solution because he does not know how this job works. Should get a problem with a helpful solution or at least an idea. If this is their concern is he doing job training instead of giving legal advice? Chairman Farnsworth said that they need to give Weston a week time to review before the item it is put on the agenda. Weston said this is how they could approach this. Example is Rebecca will send her issue with all of the documents she has verified to make sure she is correct before proceeding. Sometimes does not have a frame of reference. Chairman Farnsworth thinks they need to do their work on this first. If they do homework first they can move this faster.

[4:48:01 PM](#) Weston said he really enjoys working with everyone. Would be nice to see some additional effort. Commissioner Martinez thinks in the next department meeting they can convey this. Chairman Farnsworth said this is a courtesy to his time. Weston said if they have any emails that are urgent they need to mark this that way. Weston said they understand if they call him and he cannot get to it they can add this to the next agenda. Chairman Farnsworth will address this at the staff meeting.

[4:52:50 PM](#) **Motion by Chairman Farnsworth to adjourn at 4:52. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

\_\_\_\_\_  
*Chairman of the Board*

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

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

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

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

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