

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
MARCH 12, 2018**

Meeting called to order at 9:01. 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 Hancock. Prayer offered by Colleen Poole.

COMMISSIONERS

• **STATE JAIL INSPECTION**

[9:02:09 AM](#) Chairman Farnsworth said they are going to meet Cindy Malm who is here from the State to conduct a jail inspection.

[9:02:30 AM](#) Sheriff Anderson, Colleen Poole, Audrey Moon, Paul Butikofer, Eric Stout, Commissioner Hancock, Commissioner Martinez and Chairman Farnsworth go to the jail inspection. Are met by Captain Nora Ortega and Deputy Josh Bush. Booking area is very clean. Have a detox room. Sallyport area has a car and transport van very clean area. Have a female inmate doing laundry. Kitchen is very clean and organized. Indoor recreation area has been cleaned out and is currently empty. Sheriff Anderson said they will have the equipment within the next two weeks. Have a library. Head to the control room where Deputy Shippen, Deputy Clements and Deputy Wells are on duty. Deputy Shippen said there are fifty-six males and thirty-nine females for a total of ninety-five inmates. Go into the female D pod there are three empty cells. Are allowed a tablet that they can watch movies also have three pay phones that they are allowed to use if they have money available. Sheriff Anderson said they have one-hundred and thirty beds available. Do usually keep some beds open for the Federal Marshalls. They are continuously transferring inmates out. State Inspector Cindy said the jail looks great, very clean.

Open session 10:00

STEP & GRADE COMMITTEE

• **STEP & GRADE CHART**

[10:00:25 AM](#) Colleen is going to present this today have the committee behind her if they have anything to add. Provides the new chart have 70, 80 and 84 hour pay scale. These numbers are not the correct numbers. Took out step one and two because these were never used within the county and added step fourteen and fifteen. So if they were a grade five now they are a step three that is the first change. Second they changed the annual increments have changed this to one instead of waiting two or three years. Chairman Farnsworth said every year they would get a raise. Paul mentions this is not automatic it would still be up to the supervisor. Chairman Farnsworth thinks this was the reason they implemented this is so can justify how they get a raise. Thought this is what they were doing initially. Commissioner Hancock asked if they are looking at this as part of the COLA? Colleen said possibly they could give a COLA in addition to this.

[10:02:51 AM](#) Sheriff Anderson said this gives the same amount over the years so if they would get fifty cents in two years they would split this and get half. If they look at the old step & grade they have split the two year period in half but gives the employee more incentive to wait the two years. Tammy also said this did not change the bottom dollar. Only thing they changed is that every year they have an increase. Colleen said they increased the steps to twenty-five. Once they get to step twenty-five they could max out. Want to get the approval on this then they will come back with a five, ten and fifteen percent increases once they see how this will affect the overall budget.

[10:04:52 AM](#) Commissioner Hancock said the understanding they are trying to bring this closer to the county's around us. May not be perfectly similar. Paul said the goal is to make this more competitive. Colleen will present actual charts but wanted to present these changes first before they went any further.

[10:07:16 AM](#) Commissioner Hancock thinks what they have done so far looks great. Likes going every year. If the individuals do get promoted then they change grade and step. Hopefully they will continue to change positions as they have more experience. Colleen said they did not feel the individuals that have been here a long time then it should be a longer period between raises. Chairman Farnsworth goes over the numbers in the chart.

[10:08:50 AM](#) Sheriff Anderson said these are not the numbers that will be presented this is just a concept on how they want to organize the chart. Tammy said the chart they currently have is the same have only taken off the two grades and the raises were split out over the years. Chairman Farnsworth said that was his idea when this was initiated. If they earn this then they should get it. Still have to be evaluated by the department head. Commissioner Martinez agrees cannot be here for twenty-five years and receive a raise if they are not doing their jobs to the best of their abilities. Feels they invest in a person as taxpayers to train these individuals for the job and responsibilities. When they are not being paid enough they lose the investment. Colleen asks if they want to do a motion or wait and agree to this once they have the final numbers. Chairman Farnsworth believes they are all in agreement with these changes so far and to continue.

[10:12:56 AM](#) **Prosecutor Paul Butikofer is no longer present**

NOXIOUS WEEDS & INVASIVE SPECIES – MITCH WHITMILL

• **TRADE ACCOUNT SIGNATURE**

[10:13:05 AM](#) Mitch has a trade account they would like to open with a couple of local suppliers. One is Canyon Supply on 400. This is a full service plumbing supply company. Want to support the local companies. Also have a local metal company Briggs Steel. Thought they had an account but they said they did not. In the future they will be re-doing their building. Use his guys in the off months to do these projects. Did the roof and other buildings already. Would be nice to keep the money local. Did the overhead cover on the wash bay. Commissioner Hancock mentions the increase of limits available on credit cards he could use to buy the metal. Mitch said having an account they usually offer a better price. Have discussed this with Kristine.

[10:17:49 AM](#) **Motion by Commissioner Hancock to approve signing up for credit accounts for Briggs Built Metal and Canyon Pipe Supply Company for the Noxious Weeds Department. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **UPDATE ON PUBLIC SURPLUS**

[10:19:36 AM](#) Mitch gave an update on public surplus. Waiting on the State House to see if they would allow electronic advertising. This bill did fail. Does not make any difference for them to us the public surplus will just have another step to publish. Have all the paperwork completed on this worked with Weston on the terms and conditions. Waiting on the final paperwork once he receives this will send this to Weston to have this all activated. Will discuss what has to be published as far as advertisement in the paper with Weston. This would be expensive to put out an advertising for each item. Want to see if they can put that they will be selling items at public auction and then have them go to the county website to the public surplus link. Will see if this will satisfy the requirements. That is what he is proposing instead of having to list all of the items in the paper. Will also allow individuals to look at the equipment if they are local. Very close to having this completed.

[10:25:23 AM](#) **Prosecutor Paul Butikofer enters room**

[10:25:28 AM](#) Will bring the full package after Weston reviews before they go online.

- **EQUIPMENT PURCHASE**

[10:26:06 AM](#) Want to transition out his machines. Have been asked by Mickey if they can sell this to the Park. Have three bids from different providers. They stay with the same machines because they have parts and can rotate the tires. Suzuki 500 is what they have stayed with. Mitch said Action Motor Sports came in the lowest. Trade in value is \$3,500 so that will be the price if Mickey wants to buy this. Knows she also wants the snowplow and winch on this so this will probably be around \$3,700. The Park had gotten the last one from them and they have had this for around five years. This purchase was put into their budget. They usually trade these out at five years or 3,600 miles.

[10:30:13 AM](#) **Motion by Commissioner Martinez to accept the bid quote of \$7,262 from Action Motor Sports for the Suzuki 4-wheeler for Noxious Weeds and Invasive Species. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

PUBLIC WORKS – DAVE WALRATH

- **UPDATE**

[10:32:32 AM](#) Dave said they are out starting culvert replacements on 3500 E. Picked up a rental excavator to do this work this morning. Will go on a road tour next meeting. The work on 3500 will probably take a couple weeks then will move to 3800 and do the same thing.

[10:33:57 AM](#) **Prosecutor Paul Butikofer left room**

[10:34:00 AM](#) Will not begin working on 3500 until after the buses have been through. This will be a challenge but something that needs done. Chairman Farnsworth said on 500 this one is really bad. Dave said there is no pipe there believes this is a swampy area to fix this will need to put some geogrid in. That whole segment on 400 to 500 needs to be re-built. Contacted Rocky Mountain Power on a fix on the substation on 4000. Discuss this area and how they would be able to fix this and the draining issues. Dave said some of this is work they can do and they will be reimbursed. Chairman Farnsworth said the big iron poles are huge.

- **MECHANIC HOURS**

[10:41:03 AM](#) Dave said they have decided to do one mechanic Tuesday through Friday and one Monday through Thursday. Chairman Farnsworth said this will leave a guy alone on Friday. Commissioner Hancock asked if they could wait until they have another mechanic. Chairman Farnsworth said they could have one Monday through Friday from 8:00 to 5:00 and then they could have one do Monday through Friday 7:00 to 4:00. Dave mentions they take half hour lunches so it would be 7:00 to 3:30 and either 8:30 to 5:00 or 9:00 to 5:30. Commissioner Hancock said this will have to be presented to them. Chairman Farnsworth thinks they would have to accommodate these changes. Thinks they are going to be busy this year. Also need to look at the Administration hours feels they should be open Monday through Friday so they can have issues handled. Have a complaint went in on a Thursday for a driveway permit and had to wait until a Tuesday for help due to a holiday. Now that they are permitting these it holds up work. Thinks they could be open on Friday. Dave said that his administrator has another job on Friday.

[10:46:19 AM](#) Commissioner Martinez thinks they need to have someone there if it's Ranae or Jessica. Dave said Ranae is forty hours a week. Chairman Farnsworth does not think office staff need to be shut down on Fridays. Does not believe they need to run four tens. Get a lot of comments on having them unavailable on Fridays. Commissioner Martinez thinks they need to be available for the public. Chairman Farnsworth said they should have two mechanics available on Friday however the time works out with lunches. Dave said he did not budget enough for a part-time office person to cover Friday. Commissioner Martinez asked if he has budget for seasonal help. Chairman Farnsworth asked when the part-time gal comes in. Dave said when they need help or if Ranae is gone. Chairman Farnsworth thinks this needs to be 8:00 to 5:00 Monday through Friday to answer phones. Need to be able to issue driveway permits. They need to make a decisions on this. Commissioner Hancock thinks they may have to amend the Public Works Policy first. Chairman Farnsworth will work on amending this.

[10:55:33 AM](#) **Prosecutor Paul Butikofer enters room**

[10:56:29 AM](#) Dave mentions he drove the truck back from Shoshone. This drove nice does need some maintenance on it. Chairman Farnsworth said this pickup will replace the one Jeremy has. Dave said Brian Hjelm will use this pickup and his pickup will come over here and goldie will go to Jeremy. Chairman Farnsworth said that is no update that gold one is even older. Dave said the gold one is a nice pickup. Chairman Farnsworth thought they were getting this one to replace the oldest pickup which is Jeremy's. Dave said they are rotating. Chairman Farnsworth asked what is wrong with Brian Hjelm's. Dave said this has a lot of miles it is a 2002 Dodge. Chairman Farnsworth said that the one Jeremy drives is a 1996. Commissioner Hancock mentions that Jeremy is in a grader most of the time. Chairman Farnsworth said they need some decent pickups with hitches to pull behind these graders so they do not have to put as many road hours on them. Jeremy's already has over five hundred hours on

this. Commissioner Martinez asked why Brian Hjelm needs a pickup. Dave said he is a supervisor out there. Never said this was going to Jeremy they are managing the other pickups.

- **WASTE HANDLER LOADER FOR SOLID WASTE**

[10:58:12 AM](#) Dave said this is a Madison County lease return. Commissioner Hancock asked if this has the solid tires these are rough. Dave said they would change the tires. The payoff is \$156,000 but CAT will eat the \$16,000 if they agree to this. Have budgeted \$140,000 for capital equipment for Solid Waste. Looking toward the future if they end up with a transfer station this will work. Chairman Farnsworth said they are using a backhoe currently. Feels this is needed. Dave said this has forks for brush. Considering trading the old backhoe for some different tires. Believes this is a John Deere 410. This loader is setup nice for the operation they have. Chairman Farnsworth brings up the rules and regulations on dumping items and the difference between household and contractor garbage. Have had a discussion on a roll off dumpsters available at the discretion of the men working of what could be put in there. The downside is if they allow people to use this then they have made a transfer station.

[11:10:26 AM](#) Commissioner Hancock thinks he needs to come back with a price for the tires and could go with a trade on the backhoe if they give a good enough deal. Chairman Farnsworth thinks they can move forward with this today.

[11:11:07 AM](#) **Motion by Chairman Farnsworth to approve the CAT 39-Wheel loader for Solid Waste at County Line for \$140,431.03 will also authorize Dave to have discretion to bargain the John Deere 410 as trade. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **IDAHO SOLID WASTE ASSOCIATION UPDATE**

[11:04:49 AM](#) Dave said there was a big update on the solid waste guidelines. Attended a senate Environment and Resources meeting the gentleman that runs the statewide solid waste for DEQ made a presentation. Safely say the majority of the Senators were not impressed. Solid Waste Association has decided they will not contest the green waste rule. What they have problem with is furniture and carpet. In different areas in the state they are having to haul these items three hundred miles to a landfill. This part of the guideline they are trying to negotiate with them with the Senate committee. Trying to have the Solid Waste Association work with DEQ.

[11:06:42 AM](#) Chairman Farnsworth asked if a contractor has scraps of carpet can they haul this to County Line. Dave said guidelines are written about commercial or household waste. Chairman Farnsworth said he can haul a box that says Anderson Windows but not a toy box. Dave said the crutch of the whole debate this is where Solid Waste Association is trying to work with DEQ to come up with a resolution. The green stuff such as grass clipping are no longer allowed at County Line or any other C&D landfill. At least we are only forty-five miles from a landfill. Commissioner Hancock asked if they are still hauling grass clippings from County Line. Dave said close to being up and going for mortality composting. Mentioned to Molly with DEQ that they wanted to incorporate the bio-solids with the composting process.

- **NEW OPERATOR FOR ROAD & BRIDGE**

[11:12:23 AM](#) Dave asked if they are okay with bringing back Juan. Commissioners are fine with this. It was for an open position.

SOCIAL SERVICES – JACKIE MAUPIN

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

[11:12:43 AM](#) **Motion by Commissioner Martinez to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:13:02 AM](#) Prosecutor Paul Butikofer is no longer present

Open session 11:30

[11:30:02 AM](#) **Motion by Commissioner Hancock to deny cases #2018-14 and #2018-15 due to lack of cooperation and will approve case #2018-16. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:32:27 AM](#) Recess until 1:00

Open session 1:00

[1:00:23 PM](#) Prosecutor Paul Butikofer is present

FAIR BOARD – CARL ANDERSON

- **RIGBY FAIR BUILDING – BID OPENING**

[1:00:36 PM](#) Colleen had received two bids. Carl spoke with Weston and put this in the paper to solicit bids. This is for the bathroom remodel at the Rigby Fairgrounds. Chairman Farnsworth opens bids. The first one from Bruce Karren Construction for a total of \$22,968 has a list of all items they will be doing. Second bid is from Advanced Fuel Systems for restroom remodel is \$25,193. Commissioner Hancock asked what the \$3,800 is. Chairman Farnsworth said the \$3,800 is for epoxy floor in the men and women's restroom. Total bid is \$25,193 plus \$3,800 for a total of \$28,993. Looks like Bruce Karren Construction will be the low bid. Review the bid which looks to have everything down that they need. Have their Idaho State Contractor license number.

[1:05:43 PM](#) **Motion by Commissioner Hancock to award the bid to Bruce Karren Construction for \$22,968 for the remodel of the bathrooms at Rigby Fairgrounds. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

PARK & RECREATION – MICKEY EAMES – PLANNING & ZONING – KEVIN HATHAWAY

- **ORDINANCES AND CITATIONS**

[1:07:55 PM](#) Paul asked if Weston has seen this yet. Commissioner Hancock knows he has seen this at one form of its draft. Mickey talked with the Sheriff and they do not have a problem with the Park writing an infraction for these violations because they do not want to deal with it. Paul said on the alcohol prohibition this has no alcohol with no exceptions what if an individual has this in their camper. Mickey will not check their fridge as long as it's in their camper. Paul said that is not what is said that they can have this in their trailer. Chairman Farnsworth does not mind if this is in their RV do not want them out on the grass. Mickey said they cannot monitor their personal trailer. There is a sign for no alcohol but have never had an ordinance so they were enforceable. Paul said to be clear the board wants him to draft language that they can have alcohol in the confines of their trailer they cannot have this out in the open. Kevin said would be hard because then they would want to sit outside and drink but this gives them opportunity if they are acting out. Paul said those that are responsible are keeping this in their trailer anyways.

[1:13:45 PM](#) Paul said under 3-2-8 punishment and violations. Would take out there is language that this shall be punishable by an infraction and leave it at that. Other than that it looks okay have not looked at the tickets. Mickey provides a copy of a citation that she has gotten from Bonneville County. Paul said this is \$25, \$50 and \$100 is that in a one year period or one season. Mickey said every time they come. Kevin said they would track this by the year. Chairman Farnsworth said if someone takes a dog off a leash they get \$25 the second day will be fined \$50 and third day would be fined \$100. Mickey said that if they proceed to do this they will be asked to leave the park and no longer be able to bring their dogs. This started because of a letter written by a camper that had a dog running through the campground at the end of the season. Paul said they cannot do a misdemeanor citation. Mickey can take this off. Paul asked if they would order their own ticket books. Mickey said they would have these made.

[1:20:16 PM](#) Paul said he will change the wording in the ordinance and put this on a future agenda.

[1:21:40 PM](#) Recess until 2:00

Open session 2:01

CITY OF RIGBY – MITCH BRADLEY

- **IN-KIND WORK ON COURTHOUSE WAY**

[2:01:14 PM](#) Mitch said had not forgot about the line items. Where a lot of the work has been done trying to get another price sheet. The next thing is they had a progress meeting last Wednesday. Edstrom's wants to come in on March 19 to start bringing crushed gravel. Does the county want to be involved in this process or just the asphalt. Dave is not sure they will take part in either the way this was bid it is all rolled into one item. Chairman Farnsworth thinks they need to talk about this once they get the pricing sheets. Mitch said the Mayor is pushing this that is where his orders come from. Realizes they would like to have the figures before they can make a decision will get these to them as soon as he has them.

COMMISSIONERS

- **2017 AUDIT**

[2:05:48 PM](#) Colleen said the audit that was presented last week they never made a motion. Asks if they can make one accepting this as presented on March 5.

[2:06:10 PM](#) **Motion by Commissioner Hancock to approve the 2017 audit that was presented on March 5, 2018 by Searle & Hart. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **NEW BUILDING UPDATE**

[2:06:45 PM](#) Chairman Farnsworth thinks that it's looking good. Commissioner Hancock said they moved the construction meeting to March 16 at 9:00. Chairman Farnsworth hopes they can pour the deck this week with the good weather.

- **DEPARTMENT HEAD EVALUATIONS**

[2:10:21 PM](#) Chairman Farnsworth believes they need to start with these. Rebecca said the department heads should have evaluations before to list their goals and accomplishments to go over. Go over a list of department heads have Emergency Management, Parks & Recreation, Planning & Zoning, Public Works, Probation, Weeds and Public Defender. Will begin adding these on the agendas.

- **APPROVE CLAIMS**

[2:14:05 PM](#) Commissioners review claims. Chairman Farnsworth said they bought up the fuel at Valley it is coming up at \$3.14 a gallon. Commissioners look over the receipts for the fuel purchases. Chairman Farnsworth thinks they need to get the fuel storage complete. These prices are ridiculous. Commissioner Hancock asked why they are paying the fuel tax on this. Chairman Farnsworth thinks he needs to go back through and get these credited. Commissioner Martinez asked on the cutting edges thought they just bought some of these. Chairman Farnsworth said this is the soft steel they burn through in days. Commissioner Martinez asked on the Law Clerks. Chairman Farnsworth said counties pay a portion into this and then the Law Clerks are paid from this fund. Colleen said the West Law and Court Reporters are paid the same way. Chairman Farnsworth said when they did the budget they did not put in enough for tree trimming. Need to seriously look at where they can get more money or another crew to do this.

[2:43:27 PM](#) **Motion by Commissioner Martinez to approve claims from 2/26/2018 to 3/9/2018 for \$259,298.40. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

• **APPROVE COMMISSIONER MEETING MINUTES**

[2:44:03 PM](#) Motion by Commissioner Hancock to approve commissioner meeting minutes from February 20, 2018 with noted changes. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[2:45:39 PM](#) Recess until 3:00

Open session 3:00

[3:00:31 PM](#) Deputy Prosecutor Weston Davis is present

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)**

[3:01:24 PM](#) Commissioner Hancock provides Weston a draft contract from the Great Feeder. Great Feeder will give fifteen acre of feet of water a year. Weston asked if Jefferson Lake pulls water out of the lake to irrigate. Commissioner Hancock said they do not have a permit to do this. Will give them storage water and they will provide the diversion. Talking about a few barriers they have at Road & Bridge for this year. If this works out they will provide permanent diversion. Weston asked about the pole. Commissioner Hancock said they will be relieving the county of any cost for moving the pole. Weston asked if they get a benefit from the re-charge. Commissioner Hancock said this depends how much goes in. Get around \$2 to \$3 an acre feet of water. Weston said if they use this water for pumping do they get re-charge money on this. Commissioner Hancock said they do not. Weston will continue working on this memorandum of understanding.

[3:18:46 PM](#) Weston said he has been speaking with Carlos Aponte on some contracts and he knows to contact the Clerk's Office to get on the agenda.

[3:20:03 PM](#) Motion by Commissioner Hancock to adjourn at 3:20. Second by Commissioner Martinez. All in favor – aye. Motion passed.

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date