

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
JULY 23, 2018**

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

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

- [9:01:44 AM](#) Commissioner Hancock said the new building is moving forward. Are having some issue with sub and are working on this.
- [9:03:49 AM](#) Planning & Zoning Kevin Hathaway are trending up. Permits are up and revenues are ahead of last year. Have thirty-nine compliance cases that are currently active.
- [9:04:40 AM](#) Sheriff Steve Anderson the call volume has been busy. The desert seems to be on fire every Sunday. Mickey asked who is starting these. Sheriff said they caught the individuals.
- [9:05:25 AM](#) Probation Tammy Adkins does not have anything. Did lose another employee to IDOC she will be leaving on July 31. Are steadily busy and will have to fill this position.
- [9:06:07 AM](#) Emergency Management/HR Rebecca Squires said that the up side of the fires are is they have been able to use the smaller agencies and this has been a positive thing. It is a chance to have interaction. Are proceeding with their mitigation plan. Have had a lot of individuals helping with this. Will begin to look at public comment. On the HR side once they get through the budget on the green sheets need to make sure they have a step and grade on these and an amount. Will need to double check with her and document any changes in grade.
- [9:07:44 AM](#) Public Works Dave Walrath will start paving on 3800 tomorrow. Will have to go to Depatco for mix because HK is too busy with a project. This will be a week's worth of paving. Adding some width on the north end by the schools. Out trying to patch a leak with some bentonite. Will start on the north bound. Went to a meeting on the roundabout. They will be working on this next week. The traffic will not be too bad. They are working on the side without the traffic. Will hope to finish this in November. Had the workcamp out picking up garbage at the landfill.
- [9:10:14 AM](#) Extension Office/4-H Lorie Dye thrilled they are working on 3800. It is rocket day out at the fairgrounds. Brought some fair books will take these to the Clerk's Office.
- [9:11:42 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill said it's the same thing. They are trying to stay ahead of the weeds. Out handing out enforcement notices trying to contact people and let them know that they cannot keep noxious weeds on their property. Usually this is because they do not know.
- [9:13:13 AM](#) Park & Recreation Mickey Eames thanks Mitch for cutting down the weeds at Mike Walker Boat Dock. Asked Dave if they can have some gravel dumped out there when they get a chance. Have the sign up and a pay box. This will be similar to Twin Bridges. Will try and keep this up as the best as they can. Were under water for a while but now they can work on this. Had a little girl that was found unresponsive. The quick response got out there fast. Sheriff Anderson said that the parents had gotten her breathing before quick response came and she was transported. Mickey said they have lost over twenty-one life jackets so they are no longer offering these for individuals to use. Amazing how many people they have had out there this year. Trying to keep track of everyone is difficult. Have had a few dog problems. Thanks everyone for the July festival. Will have an event on August 4. Have been working on the booth they have put windows on each side. Now can have two attendants at the booth during their busy times with one line being credit cards and the other line cash and passes. Will have them leave through the tennis courts.
- [9:17:06 AM](#) IT Garn Herrick said it was quiet last week. Most have heard by now that they had a virus inside the network. Did not cross over to the Sheriff's side. Have not had any issues so far this week thinks they have gotten this under control. Hands out some information on viruses. There is another one that has started. Do not click on any links especially if the addresses do not match. They use names of people that you may recognize. Has tightened up the sendio so if they cannot get a message to release let him know. Commissioner Hancock asked if they had talked with Fremont County. Garn said he has. If they open the email they are safe until they click the link that is the trigger.
- [9:22:18 AM](#) Assessor Cody Taylor said it has been quiet in their office. Had a fairly quiet BOE time this year. Have four at summer school this week. Have two new employees that are training to be appraisers so they will be seeing a lot of new faces.
- [9:23:02 AM](#) Clerk Colleen Poole said she is in the middle of the budget working on revenues. Will finish the workshops today and tomorrow. As far as the green sheets not sure they are ready to start on these yet. Will send out an email on these. Getting close. The main part on these is they check the step and grade and salary and these go to Marilyn. Really picking up steam in the court to move from IStars to Odyssey. This will go live in October.
- [9:24:43 AM](#) Commissioner Martinez said they do not have whole lot. Just mentions the dog issues at the Lake. This was a service animal that was aggressive. One animal can ruin this for everyone.
- [9:25:21 AM](#) Chairman Farnsworth said that it is good news on the little kid. Hopes everyone pays attention when they are out at the Lake. Will continue working on the issues with the new building and move forward.

SHERIFF – STEVE ANDERSON

• **BADGER MEDICAL CONTRACT – (ACTION ITEM)**

- [9:29:12 AM](#) Sheriff Steve Anderson said it is time of the year for the jail medical contract. Have given a one percent increase. Have other counties that have raised four to five percent. Same contract the only change is the one percent. Commissioner Hancock asked if they said anything

about raising this amount if they bring in more inmates. Sheriff Anderson said that they will not. They are good to work with. Have a nurse available every day during the week. Commissioner Martinez asked how long they have used Badger. Sheriff Anderson said they started using them way before his time. They are used all across the valley. Commissioner Martinez asked if they have ever looked at different companies and compared prices. Sheriff Anderson said they have not because they have been happy with the services and their nurse is there all day during the week.

[9:32:25 AM](#) Chairman Farnsworth said this contract is for fiscal year 2018-2019 and is for \$177,760.

[9:32:41 AM](#) **Motion by Commissioner Hancock to approve the contract between Jefferson County and Badger Medical for the jail for \$177,760. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

SHERIFF'S OFFICE – ALLEN FULLMER

- **IDAHO DEPARTMENT OF PARK & RECREATION CONTRACT – (ACTION ITEM)**

[9:33:52 AM](#) Deputy Fullmer said they needed to have a signature on the grant agreement. Have to pay for the boat and then they are reimbursed back eighty percent. Budget the whole amount because they have to pay upfront. Then they have sufficient funds to cover their twenty percent. The original grant was over \$65,000. This will be around \$14,000 and will come out of the next budget. Commissioner Hancock asked if they had budgeted this amount. Deputy Fullmer believes that Sheriff Anderson has but will check with him and verify.

[9:37:19 AM](#) **Motion by Commissioner Martinez to accept the grant agreement with the Idaho Department of Park & Recreation for the Jefferson County Sheriff's Office for a total of \$66,000 with the share of twenty percent paid by Jefferson County. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

COMMISSIONERS

- **NEW BUILDING UPDATE**

[9:39:26 AM](#) Architect Scott Nielson is here. Commissioner Hancock said they have not dug any holes yet to deal with the sub issue. Scott said they will need a day to get a machine in. Commissioner Hancock said if they put the bigger pump in to suck this down faster. Scott asked what this is like now out there. Commissioner Hancock said there is still about two feet of water. Chairman Farnsworth said there is a geyser shooting out. Seems almost like a water line is broke. Scott has brought some change orders.

[9:40:56 AM](#) Commissioner Hancock said they have the change orders. For the existing building this is \$6,800. Scott said this is excavation and backfill. Commissioner Hancock said this was at \$21,000. This bid is now from DL Beck. Scott said they may look at this that they have paired this down quite a bit and may be more to do this later. Commissioner Hancock thinks they are still a little high on the number of hours. Scott said he can go back and question this. Commissioner Hancock said this states thirty hours with a jumping jack. Need to go down thirty inches is what code is on electricity. Thinks they can do this faster. Scott will go back and question this. Commissioner Hancock said the next change order is for the main entrance doors. This is if they want to add handicap access. Scott said the doors are accessible as is they just need to decide if they want to have these automatically open. Chairman Farnsworth asked if they wanted to get ahead and do this or wait until it is mandatory. Commissioner Martinez said it would be cheaper to do now than later. Commissioner Hancock is not sure they will be mandatory. Rebecca mentions if they ever went to a single point access they would be using the main courthouse for access and this would no longer be used. Chairman Farnsworth said this is \$7,600. Commissioner Hancock is neutral on this. Chairman Farnsworth would rather have it on these doors in case they have a single point access. Commissioner Hancock said they could bag this. May change the others sometime in the future. Commissioners decide to not proceed with that change order.

[9:47:10 AM](#) Commissioner Hancock said the other change order they have an issue on is the IT room. Asked Scott if they looked at this. Scott said had spoken with the electrical engineer and the electrical room is up because in his email it said they doubled the amount of conduit on the second floor. Emailed back asking who "they" were and it was said the owners. Will need to go and talk with Garn because not sure who would have doubled this. Commissioner Hancock said if they had not changed the location of the room what would they have been doing. Scott said this is mainly electrical. Will go talk with Garn on this. Commissioner Hancock said they are at a loss. Chairman Farnsworth said if he needs it for the IT stuff. Commissioner Hancock said all they did was move the room eight feet.

[9:49:09 AM](#) Commissioner Hancock said they have a change order to have a key access to the basement level. They do want this because they will not want public down in the basement. Scott said the other change order is a storage room where they are removing a window.

[9:50:13 AM](#) **Motion by Commissioner Hancock to approve change order twelve with a cost of \$593.34 for key access on the elevator and thirteen for a credit of \$550 for a removal of a window in a storage room. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[9:50:58 AM](#) **Motion by Commissioner Hancock to not accept change order nine for installation of door operators for \$7,692. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

PLANNING & ZONING – KEVIN HATHAWAY – JENNY KERR

- **PLAT AMENDMENT – MONARCH SPRINGS SUBDIVISION – (ACTION ITEM)**

[10:01:14 AM](#) Chairman Farnsworth said this plat amendment was tabled in the July 16, 2018 meeting pending a letter from Public Health on the water system. Kevin provides a letter from Eastern Idaho Public Health to the commissioners. (Exhibit A) Chairman Farnsworth said this is fine as long as the wells are in front and sewer is in the back. They are not approving all lots now. Kevin said they will look at these on a case-by-case

basis. Commissioner Hancock asked if they may end up limiting how many lots they have. Kevin is not sure it didn't seem like that would be the case. Do not foresee any issues.

[10:03:54 AM](#) Tracy Tremelling 462 Sunterra Drive in Idaho Falls. Had spoken with Vincent and brought up the concerns of Commissioner Hancock and Mr. Clark in reference to the sewer. That is why the letter references that so much. They understand these are smaller lots and that is why they dug more holes than normal. This was around two to six inches of topsoil with rocks bedded in sand. There is clay and did not have any subwater coming up. There was no subwater coming up. Commissioner Hancock asked if there are twenty-two lots. Tracy said they will have twenty-three lots with the changes. Have a subdivision across 4100. There is not any other plats in place for expansion. Kevin said the lot numbers will end up being the same. Tracy said that Frank was not sure if the numbers needed changed because the plat was amended. Commissioner Hancock said they do not have the final survey yet. Frank said they are waiting for the comments from Denny the county surveyor. Commissioner Hancock said they will have to make sure these are the same on the final.

[10:07:56 AM](#) **Motion by Commissioner Hancock to approve the plat first amendment for Monarch Springs Subdivision with the changes taking places. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

PUBLIC WORKS – DAVE WALRATH D

• UPDATE

[10:09:07 AM](#) Dave said they are out on 3800 doing some prepping. Hope to pave this tomorrow. Will go with Depatco for hot mix had negotiated this last year to have the same price for mix as they do with HK. Chairman Farnsworth if they start tomorrow how long will this take to finish. Dave said this would be done on Tuesday. Chairman Farnsworth asked if they should work some overtime. Dave said that is an option. Chairman Farnsworth said it may be beneficial while they have good weather. Dave said if they do work on the weekend they do not run trains on Saturday and Sunday. Chairman Farnsworth said would like to get 4100 fixed before they put in the peanut roundabout. Commissioner Martinez said they should have branched off the overpass onto the Lake Road. Dave said they were confident in the meeting that it would not be bad until they finish the off road areas. Weren't completely decided where they will stage. Suspects this will be west of the project.

[10:14:48 AM](#) Chairman Farnsworth said they may even want to bring in the westside guys to help pave. Dave said they are planning to. Hoping to do 1,200 tons a day. Commissioner Martinez said on the widening by the High School area. Asked on the other side. Chairman Farnsworth said the north side of 3800. Commissioner Hancock said they will widen both sides. Dave said they have the middle school entrance and the entrance by the baseball field have this widened down to the canal. Will have a right turn bay into the high school. Commissioner Martinez was hoping they would widen down that way. Dave said they did install a thirty-six inch squash pipe on 165 north it seems to be working better than the pipe they had in there. Hauled this back with the transport trailer.

[10:17:11 AM](#) Dave said dealing with water issues on 3800. Commissioner Martinez asked if this is saturated will this affect this. Dave said where they are having the problem they are not widening as much. Are looking at twenty-five feet wide. Will feel wider than what they have now. Will have people drive faster which may be a downfall. Will have some paved shoulder. Commissioner Hancock said there are a few mailboxes that may need moved. Dave said they have been removing these. Have the sprinkler issues at the high school remedied.

[10:18:47 AM](#) Dave said once they finish the paving they will pull the stop signs at 100 north and put cross traffic signs up on the east west part. Will be hot this week so they are making sure they stay hydrated. Commissioner Martinez asked if they resolved anything on who will give warnings to those who are watering the roads. Dave said he is working with Tyson and he will write the first letter Tyson will write the second letter and it will move to the Sheriff for the third letter. Thinks they have a process now. Commissioner Martinez said every year they run into these issues with individuals that know better. See the roads that get saturated have the alligator cracking and are sluffing off.

[10:21:46 AM](#) Dave goes over that they have had some items confiscated from the Sheriff's Office they have fourteen days to redeem. These are being stored out at the yard. Not a lot with Solid Waste had the work camp pick up garbage.

NOXIOUS WEEDS & INVASIVE SPECIES – MITCH WHITMILL

• UPDATE

[10:23:17 AM](#) Mitch said they are finishing up Mud Lake will complete this for the first round trip. Will go to emergent treatments. Will go back and visit these locations and continue on. Last week of July and August the temperatures are too high so they minimize treatments they do during this time of year. Have enforcement notices going out. If they treat this now it will not come back next year. Go over weeds and what is noxious. Will go back along the levy and check this. Will not pay this again at our cost. They will have to confirm this has been sprayed or they will go and spray this and bill them. Knows this always comes down to money. Testing for algae every week at the Lake. The phosphate has to get in there before this blooms. There is a good flow of water flowing into the Lake. As long as it continues to flow they should not have any issues.

[10:31:27 AM](#) Mitch is working on Monday and taking the rest of the week off and have the crews handling this. Trying to get down some of his PTO time. If there is anything they need let them him know. The mower is working great. Used this to mow down some weeds at the Lake.

COMMISSIONERS

• APPROVE COMMISSIONER MEETING MINUTES – (ACTION ITEM)

[10:35:32 AM](#) **Motion by Commissioner Hancock to approve commissioner meeting minutes from July 9, 2018 with noted change. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[10:36:04 AM](#) **Motion by Commissioner Martinez to approve commissioner meeting minutes from July 11, 2018. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[10:37:01 AM](#) Recess to review claims and wait for Deputy Miller
Open session 11:08

SHERIFF'S OFFICE – MIKE MILLER

- **PURCHASE BI-DIRECTIONAL AMPLIFIER (BDA) – (ACTION ITEM)**

[11:08:54 AM](#) Deputy Miller said what a bi-directional antenna is one that works both ways. Currently have one in the old high school in Rigby which is the middle school. Thought they would be okay in the new high school. There is a location in the middle of building where all of the radios cannot get out and cannot hear dispatch. Need to be able to get ahold of dispatch and other responders. Because this is on the 700 band anyone with a 700MHz radio in this building could hear the calls. If they have an event in the high school anyone could hear on the 700 band. This is cheaper than the one they put into the middle school because they do not need to cover such a big area. This one just needs it at the core of the High School so they can put an antenna in the ceiling. The bid for this is \$9,800 that includes all of the install and equipment to make this function. Will benefit responders from all over no matter what the incident was. Chairman Farnsworth asked if this can come out of 911. Mike said it can come out of 911 because this benefits all responders in the region. It is part of the networking. Have enough funds to cover this. Have not spent hardly anything out of this.

[11:12:57 AM](#) Commissioner Hancock asked to make sure Teton is giving them the government rates. Deputy Miller said he will double check on this. It is not marked on there so he will double check on this.

[11:13:29 AM](#) **Motion by Commissioner Martinez to authorize purchase of bi-directional antenna for Rigby High School for \$9,872.50. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

SOCIAL SERVICES – JACKIE MAUPIN

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

[11:16:39 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.**

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

Open session 11:30

COMMISSIONERS

- **APPROVE CLAIMS – (ACTION ITEM)**

[11:30:43 AM](#) Chairman Farnsworth said that we had approved a demo on the roller. Now there is a \$5,000 lease payment on this. They were going to talk about buying a roller. Paying a rent for a roller they wanted to demo and decide what they want to purchase. They need to buy one have now wasted \$5,000 on rent possibly \$10,000 since they have had this for two months. Commissioner Hancock said if they did purchase this hope the rent cost would be applied. Chairman Farnsworth thought this was for demo that was what they had made a motion on. Initially Dave did not like the tires on this. Commissioner Martinez said usually they try and demo a few different options too. Chairman Farnsworth said they made a motion for demo only. Then Dave should have brought in three prices and come back before the board. Is not convinced they want a roller with wheels. Pull this claim which shows this is from 6/4/18 to 7/1/18.

[11:35:29 AM](#) Chairman Farnsworth is not sure what Dave did not understand. Will take the \$5,000 rent out of the claims.

[11:36:27 AM](#) **Motion by Commissioner Martinez to approve claims from 7/9/2018 to 7/20/2018 for \$470,919.16. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:37:26 AM](#) Recess until 1:00
Open session 1:01

BUDGET WORKSHOPS

- **FAIR – CARL ANDERSON**

[1:01:51 PM](#) Carl Anderson and Ruth Hale will present the Jefferson County Fair budget. All items are the same except two. Mud Lake has a well agreement that will cost \$4,000 and they have requested this in addition. Ruth said that Jefferson County owns the property and the agreement was made with the county not the fair. Provides the well agreement. That is why there is an increase for this. Does not want this to come out of the fair budget. Ruth said they needed a new well with pump and pipe are now hooked into this. There are a few individuals included and \$4,000 is the allotted portion they have to pay. This is a big well that they put in. Commissioner Hancock said the old well had been there for sixty years. Commissioners review the agreement.

[1:06:53 PM](#) Chairman Farnsworth said this was put into the repairs and maintenance. Commissioner Hancock asked when they would pay this. Ruth believes in October. Have \$15,000 to get the electricity up to par at the Rigby Fairgrounds. Carl said he had come in previously about Modern Plumbing bringing in more power. This is the estimated price to bring this up to date. Chairman Farnsworth asked what the miscellaneous is used for. Ruth said to run the fair with the rodeo and activities. Commissioner Hancock asked how much revenue they create. Of their budget of the
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\$103,000 what is brought back in as revenue. Ruth said they have an offset of \$8,000 for parking campers at the fairgrounds during the winter. Some of the miscellaneous goes into repairing and updating the facilities. Commissioner Hancock said this is an increase of about \$19,000 to their budget. Colleen said they put this all into building and maintenance line. Commissioner Martinez asked on the \$4,400 if they have an itemized sheet. Ruth provides an audit for where the money goes. Colleen also has this sheet.

- **PROBATION – TAMMY ADKINS**

[1:12:57 PM](#) Tammy said it was around a seven percent increase to her budget. The wage increase was anywhere from three to thirteen percent. Did move around grades to fit into this chart. Previous years had requested to bring some of the Parole Officer positions up a grade. Does not have any new positions. Will have to go back over the changes on the grades. Went down on mileage took some of this off with being over here it should reduce the trips they all make over to the courthouse. Have taken the rent/lease down. As far as rent, heating, telephone and internet figured this through February. Left a lot of the rest the same. Commissioner Hancock asked if they will receive more money from the lottery funds. Have not seen any more come in. Tammy said over the year they get around \$8,000 to \$10,000 off of small winners within the county. The large amount came when they had two big winners within the county so the county received a big influx. Anytime they have revenue over \$10,000 they move the money but have not had any big winners. The rest goes into the budget with Department of Juvenile Corrections fun monies to pay wages and rent. Goes under general into the revenues category. Colleen said they had saved this for the new building. Tammy saved this knew they would eventually buy or build. Only get more if they have big winners.

[1:22:11 PM](#) Commissioner Martinez asked on office equipment they would need. Tammy said they discussed this and have added this under capital office equipment. Requested more for phones after talking with Mike they need phones to fit the courthouse system. Need two dividers to separate an office room. Figured desks have moved some of these desks three times. Have \$1,500 for three new desks. Requested \$1,500 line for moving. Have employees with back injuries. Do not want to cost the county more in claims. If they move the small stuff and have a company move the large items. In the past they have had to do this and not feeling like doing this for the fourth time. Only have two males in her department and they both have back injuries. Colleen asked if she will have enough in the capital office. Tammy believes she has added \$7,800. Trying to do a little bit each year. Will prepare for a new copy machine in the future. Chairman Farnsworth said they have added in the capital vehicles. Tammy is hoping have the one van to put on the auction and will only have one. Hoping the \$30,000 will get them a van.

[1:27:09 PM](#) Tri-county line went up a healthy percent. They pay for the coordination of the drug courts for adults and split this with four counties. There was a 6.2 percent wage increase. Bonneville County had been picking up the \$25,000 bridge gap for services from the Supreme Court. Were told they were not going to supplement this and the upper valley needed to cover their portion. When they split this between the four counties it gave them around \$8,000 for the upper valley so the portion for Jefferson County is \$1,915 in addition to the 6.2 percent wage increase. This brought them up from \$15,774 to \$17,340. Most of the rest stayed the same. Hoping to have budget left over may be able to get desks from this year's budget. Talked with Colleen on this several years ago they developed a diversion program for first time offenders they had \$300 cost and they had to do a refund for those that went through this program and paid in a certain time period. Last year it did not feel transparent so built in and changed the fee upfront it is \$200 and if they pay within forty-five days it is automatically reduced \$50. Increased the workbooks budget line because they purchase all of the books out of that line. Makes this cleaner they can see what is coming in and going out. Looked and they have \$24,000 that is in that account that they can use for diversion. May be able to help use this for office supplies. Will need to get with Colleen to see how they would need to move this. It is in a trust under the courts.

- **CIVIL DEFENSE – REBECCA SQUIRES**

[1:30:33 PM](#) Rebecca said this is now Emergency Management. Needs to make an amendment on the salary. Looked a little deeper into the salaries and what they are paid throughout the state. Adjust this to be \$45,391. This places the starting wage right in the median for starting wage statewide it also places this position at thirty-five hours a week. Goes from part-time back to full-time and works in the increase. Otherwise in this budget year have deleted and combined a few lines to clean things up. Will give a little more flexibility. Have added a maintenance and operations line at \$50,000. This is from an earlier conversation they had for when they have any emergency declarations. By having this line they can reimburse those departments that do the emergency responses. Being in this department half of this could be reimbursable under the EMPG grant. So like this year they spent \$50,000 on the levee then they could apply to the EMPG grant to get up to fifty percent reimbursement. Most of the time this is salary, benefits and normal operations. Most of that would go toward salary. Several counties in the state do not use all of their money. If they overmatch and use more than the fifty percent then once they figure out all of the accounts they could still get reimbursed for the other stuff. In building the EMPG grant have budgeted in three projects have the salary with benefits, a cell phone and supplies and emergency operations. Commissioner Hancock knows they discussed putting money in there for these expenses.

[1:35:02 PM](#) Commissioner Martinez hopes that the levee board and water board will get something figured out. Chairman Farnsworth said it is the flood district. Rebecca said they are extremely limited. The Corps is coming in later this year to work on some areas on the levy. The flood control does their regular vegetation management. Chairman Farnsworth said they do not want to levy more but it still comes out of our pocket. Commissioner Martinez thinks there is always an emergency. Rebecca said the Corps coming in this fall. Commissioner Hancock said they already identified the spots he had gone with them during this visit. Rebecca said there were four spots that will have major repair work. Commissioner Martinez asked if they will be redoing what they fixed this spring. Rebecca said they will not remove what they did repair but is not sure it is up to design standards. Commissioner Hancock said what they did this spring was told this may be satisfactory and they will not touch this. Rebecca said this was good work. Commissioner Hancock said what they did the year before they needed more and larger rock.

[1:37:23 PM](#) Chairman Farnsworth said with the \$50,000 they have under emergency operations could pay back departments. Rebecca said they would still do the work and then they would calculate how much this used and transfer money back. Use that expense toward the EMPG grant and receive whatever reimburse they can. Chairman Farnsworth said it went up \$2,000 on training. Rebecca said with their approval will attend the Emergency Manager Basic Academy there are four weeks of classes not consecutive in Pocatello that she would like to attend. Would save on the lodging expense. Commissioner Hancock said on the grant money calculated half of the salary and half of the maintenance and operation costs.

Rebecca said they budget for what she thinks they will spend. The total of the grant is \$45,774. They have to match half which is \$22,887. If they spend over this which they will become overmatch. Commissioner Hancock asked the likelihood of getting any of the overmatch. Rebecca said that last year they received \$9,000 on the overmatch. The idea is to use our grant and plus some of the neighbor's. Commissioner Hancock said the total amount they will give is \$22,887. Rebecca said that is guaranteed it has already been awarded just have to finish the paperwork.

[1:40:40 PM](#)

Rebecca said other than the SHSP grant they do not go through a lot of money. Chairman Farnsworth said they have miscellaneous expense taken out this. Rebecca said under maintenance and operations can do most of those things. Chairman Farnsworth said education was moved up to travel and training. Colleen said that the retirement needs to be added in. Commissioner Martinez asked on education and travel do they want these separate. Chairman Farnsworth said this is the same as when they go to IAC and receipts will come in. Rebecca said almost all of the education classes are free. They usually only pay for travel.

- **DATA PROCESSING – GARN HERRICK**

[1:42:55 PM](#)

Garn shows over the last six years and how much things have grown in the county. Second page shows what computers and printers are where in the county. Chairman Farnsworth asked if he is confused on this salary. Colleen said they had some of this in the Sheriff's Office before and now they have added all of this into this budget. Garn is asking for a second position to help keep up. Commissioner Hancock asked if they need another full-time position. Garn said right now they are at least two days out on repairs. Is constantly busy. In the county they are spread wide and thin. There are a lot of new programs coming with the Court and the Sheriff's Office. Would be nice to split that load. Chairman Farnsworth said not sure how anyone else would keep up. Garn said everything is electronic now. The third page is the increase with number of devices that are in the county. Averaging a twenty-two percent increase each year.

[1:51:27 PM](#)

Garn goes over he has added the \$70,000 for the low voltage wiring for the new building into this budget. The rest is on the next spreadsheet. Not really getting a lot of new things just replacing ones that are five to six years old. Sheriff's Office is running some that are eight to nine years old. Chairman Farnsworth asked what the professional development is. Garn said this is for trainings that he attends.

[1:54:41 PM](#)

Chairman Farnsworth said they will have three buildings to maintain. Garn said they will be busy getting everything ready to move into the new building.

- **ASSESSOR/REVALUATION/GIS MAPPING – CODY TAYLOR**

[1:55:26 PM](#)

Cody said she has budgeted for one more DMV clerk. The employees there are having a hard time trying to take any time off because it is too busy. Chairman Farnsworth said on capital vehicles are going up \$15,000. Cody said they will need to replace the Astro Van soon so they need to build in this fund.

[2:02:05 PM](#)

Chairman Farnsworth moves to revaluation. Cody said there are a lot of changes in the department. Chairman Farnsworth asked if both vehicles are used in both departments. Cody said they are. Commissioner Hancock asked about line 06. Cody said they kept that line after she took office but never hired another appraiser to replace herself. Would like to keep this in case there is a need. Was used some this year for overlap with retiring and training. Also 07 was kept because they have a part-time person come back in and help them appraise. This way they do not have to hire a full-time individual. Chairman Farnsworth said office supplies went up. Cody said the 9050 Printer is around fourteen years old. This is a senior citizen in the printer world. Starting to put more money into repairs. Garn said this has done 844,000 copies. Cody said the contract line has gone up. Dave Kinghorn is retiring as the commercial appraiser contract. Not sure what their fees will be yet to get someone to fill this position. Commissioner Hancock asked if they could bring in someone as an employee on line 06 and train them to be a commercial appraiser.

[2:08:44 PM](#)

Cody said there are a lot of good contract appraisers out there. Has been waiting from the Assessor from Clark to email her some more information on who they use. Will continue with some research. Chairman Farnsworth said if they hire another DMV person will they need any equipment there. Cody said the state pays for those computers. Commissioner Hancock said they raised travel. Cody said that they have a lot of new people and Jessica will be attending more classes. Have hired four new people since February. Will need to hire one more appraisers before they are done with the year.

[2:10:45 PM](#)

Chairman Farnsworth moves to GIS. Notices that the software took a jump. Sherry Lufkin said this is the maintenance they pay every year. Planning & Zoning had been paying one of the Arch Map licenses. Had decided they no longer needed this so now they are paying the full amount. Planning & Zoning has kept the Arch Basic license. The software line is totally used for the Arch Map maintenance fee for the license. This is not new software. Contract labor went down. Sherry said the overall line did not increase just moved the dollars around to fit their needs. Capital line was suggested to start building some funds for equipment. Commissioner Hancock asked on the salary going up ten percent. Cody said this is comparable to others. Sherry manages this department and does a fantastic job. Commissioner Hancock realizes they are trying to be somewhat more comparable with similar counties.

- **PUBLIC DEFENDER – JOHN STOSICH**

[2:16:03 PM](#)

Commissioner Hancock asked on the receptionist going up \$7,000. John said this is to fit within the new step & grade schedule. There is a training budget to certify Lisa as a paralegal. Goal is to get her to be a paralegal so she is able to do face-to-face interviews with clients. Did not count that step up if she becomes a paralegal in this budget. Commissioner Hancock asked how many hours she works. John said she is thirty-two hour employee. Colleen said the travel line is there to help get her paralegal. Can use the grant money for this. John said with Colleen and Rebecca's help they will qualify for their grant again next year. Commissioner Hancock asked on the conflict amount. John thinks it is wise to keep the conflict at \$50,000 so they have this available. Colleen mentions they are not getting monthly billings from the conflict attorneys like they should so the amount spent may be more. John said they are working on these issues. Knows there has been some differing in assignments. Have spoken with Mr. Davis to make sure they correct this. When the commission spoke they designated one as a primary conflict attorney so they may come in and change this.

- **PLANNING & ZONING – KEVIN HATHAWAY**

[2:23:28 PM](#)

Commissioners review.

[2:29:30 PM](#) Chairman Farnsworth said they have added an administrative assistant and a compliance officer. Kevin said without the additions they only increased salary wise six percent. Chairman Farnsworth asked if building permit refund is new. Colleen said they have had to do some building permit refunds and have not had anywhere to take this. It is cleaner to have a line item in the budget. Kevin said they do not get a lot of these. Depends on what point they are at and if they have accrued costs. Chairman Farnsworth said they have professional services legal they have \$40,000 is this for their own attorney. Kevin said they need their own attorney. They currently have thirty-nine active compliance cases. Once they get this system in place feels there will be more. Commissioner Hancock said that some of this should move to the Prosecutor's Office. Kevin said that is most of what Weston does. Commissioner Hancock said that is civil shouldn't it go to criminal. Kevin said that is a minuet piece of what they do. Their code compliance is different that is why they moved this from the Sheriff's office because this is more of a civil action. Chairman Farnsworth said this will start like Dave had stated he would start the letter, to Kevin to the Sheriff or the attorney. Kevin said it would go to their attorney. Hope these settle before it gets to that point. Chairman Farnsworth has professional service other as \$10,000. Kevin said this is for the code codification. Trying to get a better number. Colleen believes this will be high. Commissioner Hancock asked about working on the comp plan and impact studies. Kevin believes this is under the consultants. Colleen said they took \$10,000 from their budget last year and gave it to the Prosecuting Attorney. Commissioner Hancock asked how many hours a week are they using attorney. Kevin said not sure how to quantify this most of his time is spent with them. Chairman Farnsworth said Weston had said he spends ninety percent of his time with Planning & Zoning. Kevin said as they work through the comprehensive plan they will require legal assistant they may be able to shift some of this to their private attorney. Chairman Farnsworth said if they do not need the full \$40,000 the hard part is finding someone that has the experience. Kevin would look at a contract with a set amount. Tough to get anyone interested for less than they can making doing other things. Chairman Farnsworth asked on the consultant's line. Kevin said doing the comprehensive plan and area of impact. The growth that takes place. With the school on 200 this will drive housing subdivisions on 200 which should be annexed into the city. Want to have the city have a voice in the growth. This is what has been tough in the past. Have not had an agreement in place.

[2:38:17 PM](#) With the agreement they cannot enforce city requirements. Right now they go off of what the county requires and this is usually less than what the city requires. Chairman Farnsworth said this was taken down to \$20,000. Kevin said they have had a lot of growth. Trying to do a lot of things with this budget. Try to make this work and be conservative in other areas. One of the problems they have had in the past is the person in the administrative assistant position that leaves or is gone then they are immediately shorthanded. Do not do just clerical things these are technically based things. Need the ability to find answers by looking through codes. Takes a while to train that position. When they lose a person everyone has to pick up the slack. Adding this position this will help alleviate this and give them continuity during these types of emergencies that are bound to happen. All have things that take them away from their tasks such as comprehensive plan updates. Are only maintaining. Thinks they could have improvement. Commissioner Hancock said in the capital vehicles in the scenario he wants to buy two. Currently have a pickup and Escape. Kevin said they want to get rid of the Escape it has some issues so they keep this local. It has 100,000 miles on this. Is not sure what maintenance it had before. Chairman Farnsworth said they spent all of the money on wages last time. Kevin said they need a vehicle for the compliance officer as well. Commissioner Hancock asked who goes out the most. Kevin said they all three go different directions. Commissioner Hancock said they could keep the Escape up to keep it going and purchase one vehicle this year. Kevin said to fix this is at least another \$1,500. Chairman Farnsworth said at some point they have to stop dumping money into this if its continuous problems. Kevin said they have fixed what they had to and will wait on the rest. Colleen said they upped the capital equipment for the move. Commissioner Hancock said they added \$25,000 there. Kevin said this is the same as last year for the furniture. Have added money for the phone system. Chairman Farnsworth said this is good starting ground.

[2:47:07 PM](#) Commissioner Hancock asked his salary. Kevin believes it is around \$49,000. Rebecca goes to look this up. Kevin said it was eight percent increase. Still one of the lowest paid administrators.

- **NOXIOUS WEEDS & INVASIVE SPECIES – MITCH WHITMILL**

[2:53:46 PM](#) Commissioners review. Mitch said they did not get a truck this year. Changed out a four wheeler so they did not have enough left from the truck. Mitch said this position has five months on with a month off and five months back on. This position took on the auction website. Everything has to be verified before it is put out. Only had a few items sold so far. Rebecca asked on the 03 line will this still be on the thirty day layoff. Mitch said it will. Rebecca wants to make sure it will not be an impact on PERSI. Mitch said they fall underneath PERSI. Figure they have 1200 hours into training these individuals. Hopes to retain these individual for a few seasons. Commissioner Hancock asked if 01 applicator is full-time. Mitch said this is shop supervisor and lead applicator/operator. The salaries are all based on the new step & grade they had been working on. Do the applicators off of hours they will work. Trying to get the salaries up there so they get qualified individuals.

[3:05:51 PM](#) Chairman Farnsworth asked about the road spraying. Mitch said this used to be paid to them by Road & Bridge and they decided to just put it into the budget. Colleen said they moved this since it was an extra step they did not need. Chairman Farnsworth said they have gone down on chemicals. Mitch said they have moved towards bulk. These are reusable totes.

[3:09:29 PM](#) Commissioner Hancock said on the capital vehicles. Has \$64,000 currently that has not been used. Mitch wants to carry this over and add another \$25,000. Commissioner Hancock said they are increasing this a slight amount. Are they planning to spend this? Mitch said they will be getting a classified truck. Bid price is \$85,000 with a bed it will around \$89,000.

[3:12:21 PM](#) Commissioner Hancock asked on the \$3,000 for building upgrades. Mitch said this is to install the fuel tanks. Mitch said the fence is being done now in this budget.

[3:16:40 PM](#) Mitch said they finally have newer trucks. With this they have seen the repair budget decrease. Lost the engine in the last new truck.

[3:18:00 PM](#) Colleen said she has given them a revenue projection. Should be pretty close. Shows the percentages for salary increases. Will work on L-2 for the taxing districts and this will give them a better idea of where they are at.

COMMISSIONERS

- **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)**

[3:21:02 PM](#) Motion by Commissioner Martinez to go into executive session 74-206 (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.
Open session 3:41

[3:42:02 PM](#) Motion by Commissioner Martinez to adjourn at 3:42. Second by Commissioner Hancock. All in favor – aye. Motion passed.

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date