

**SPECIAL JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
SEPTEMBER 21, 2018**

Meeting called to order at 1:02. Those present are Commissioner Hancock, Chairman Farnsworth, Prosecutor Paul Butikofer, Sheriff Steve Anderson, Assessor Cody Taylor, Clerk Colleen Poole; Audrey Moon is clerk of the board. Commissioner Martinez is available on the phone.

COMMISSIONERS

• **MAINTENANCE/JANITORIAL REQUEST FOR PROPOSAL OPENING**

1:03:10 PM Colleen provides bids. These did come in before the deadline. Chairman Farnsworth said they are opening the first bid from Bryan Briggs Construction. Commissioner Hancock goes over the items they need to look at their experience, references, financial stability and key personnel. In reviewing this looks like he complies with most of this. Chairman Farnsworth said they are looking at the organization and staffing. Has his qualifications, background checks and scope of work. Commissioner Hancock said in reviewing believes he complies with most of these. Has a question on the only issue he sees is that the finances are available upon request. Did specifically request these and they are not there so this is one question he has for Bryan.

1:06:12 PM Chairman Farnsworth goes over the cost proposal for the Sheriff's Office janitorial year one, two and three has \$13,000. Courthouse janitorial service with insurance included \$24,000 each year. Monthly price with insurance included is \$2,000 The adjusted rate for the annex being occupied is \$675 monthly. Courthouse maintenance which includes outdoor maintenance is \$68,000 each year and a monthly rate of \$5,666. Adjusted maintenance after the annex is occupied is \$1,600 monthly. Annex janitorial service monthly rate is \$1,000. Annex maintenance after occupancy monthly rate is \$2,500. Combined rate for all phases of janitorial and maintenance is \$105,000 for years one two and three. Fully burdened labor rates for extra groundskeeping work outside of scopes is \$20 per hour, janitorial work is \$20 per hour and maintenance work is \$20 per hour. Commissioner Hancock said the \$105,000 does not include the annex portion he can see that if you add them up. Need to take \$3,500 plus \$1,600 for both the janitorial and maintenance so they have another \$5,100 a month times roughly nine months. Chairman Farnsworth said this is \$45,900. Commissioner Hancock said they are looking at a rate of \$150,900.

1:10:04 PM Chairman Farnsworth will now open High Mountain Carpet Cleaning. Commissioners' review. Chairman Farnsworth said they have all of the scopes of work. Commissioner Hancock said this statement is all they were looking for as far as financials. Just want to know they will be able to handle the contract. Chairman Farnsworth said there is a scope of work for each building. Commissioner Hancock said they have done a good job have all of the requirements from the proposal.

1:13:59 PM Chairman Farnsworth said pricing Sheriff's Office janitorial services is \$35,000 for all years. Courthouse janitorial services is \$35,000 for all three years. Have a monthly price of \$2,916.66. Courthouse janitorial services adjusted for annex being occupied is \$5,416.66 monthly. Courthouse maintenance \$40,000 each year. Monthly price of \$3,333.33. Adjusted maintenance after annex is occupied is \$5,833.33. Annex janitorial and maintenance services monthly \$2,500 can be negotiated. Combined rate for all phases is \$170,000 each year. Fully burdened labor rates for extra work outside of scope for groundskeeping is \$25 an hour, janitorial work is \$25 per hour and maintenance work is \$35 per hour. Commissioner Hancock asked on a cost thinks one of these for the annex is added in twice. Does the math on these. Chairman Farnsworth said one is adjusted maintenance after the annex is occupied.

1:18:58 PM Chairman Farnsworth said that Bryan Briggs Construction bid is \$150,900 including janitorial and maintenance. High Mountain Cleaning is \$155,000 which also includes the janitorial and maintenance. Commissioner Hancock said they took nine month basis to calculate for the annex and did this on both of them. Can see there is a lot of difference for the Sheriff's janitorial between the two bids. Commissioner Martinez comments that the Sheriff has the option to do his own. Commissioner Hancock said they can break these out separate. Chairman Farnsworth said the maintenance will encompass both the Courthouse and Sheriff's Office because everything is tied together. Sheriff Anderson asked on the janitorial bid. Commissioner Hancock said \$13,000 for Briggs and \$35,000 for High Mountain. For the maintenance High Mountain was \$40,000 and Bryan was \$68,000. So for both the Sheriff janitorial and maintenance High Mountain is at \$75,000 and Bryan Briggs is at \$81,000. Chairman Farnsworth said that anyone that does the maintenance will have to do both because they are tied together. Commissioner Hancock said locking and unlocking doors will be part of the maintenance. Chairman Farnsworth asked if there are any questions.

1:23:02 PM Commissioner Martinez would like to see one company take care of the whole thing. There has been some issues in the past that are very valid. His preference will be High Mountain Cleaning at this point. Commissioner Hancock said they do need to verify with both High Country and Briggs on their pricing to make sure they interpreted this correctly. Can see there could be some confusion. Paul asked if they are present. Commissioner Hancock said that they are not. Do not think they can make an award until they clarify these prices. Briggs does not have a financial statement available. On the staffing criteria they can cut some of the numbers down. May be able to evaluate this based on the numbers. Pricing is sixty percent of the total bid so it does not have to be awarded totally on price. Chairman Farnsworth said this is personal service for the county they do not necessarily have to take the low bid. Commissioner Hancock said they will need to verify these criteria. Commissioner Hancock thinks they will need to table this until they are able to look through these and get some clarification. Chairman Farnsworth said they have their scope of work what they will do and their prices from High Mountain Carpet Cleaning and Bryan Briggs Construction. Want to make sure they are not misinterpreting. Will look at awarding this on Friday, September 28 at 9:00 because they are gone next week at IAC. Commissioner Martinez said he can call back in because he will not be able to attend. Wants to make sure since they are not awarding today that none of these numbers are changed. Chairman Farnsworth said they permanent and he has noted his preference. Can take this into consideration. Asked if he wants to stay on for the rest of the meeting. Commissioner Martinez is good.

1:29:33 PM **Commissioner Martinez disconnects from meeting**

1:30:46 PM Commissioner Hancock asked if they should talk to these individuals or have them come in at 9:00. Chairman Farnsworth said then they can break down the prices. Colleen said that she can contact them to notify them to be here on Friday.

- **AWARD MAINTENANCE/JANITORIAL CONTRACT – (ACTION ITEM) – Tabled September 28, 2018**

- **PERSONNEL ACTION FORMS – (ACTION ITEM)**

[1:32:32 PM](#) Colleen said that Rebecca has verified these and these are only the ones with grade changes. There are twenty-two here. Was told they have everyone's but Road & Bridge. The green sheets have been filled out and verified with the budget.

[1:34:12 PM](#) **Motion by Commissioner Hancock to approve the request for personnel action for twenty-two different employees as a result of changing the step & grade charts. As a result have these grade changes for approval. Second by Chairman Farnsworth. Commissioner Hancock – aye, Chairman Farnsworth – aye. Motion passed.**

- **ALCOHOLIC BEVERAGE LICENSES – (ACTION ITEM)**

[1:39:30 PM](#) **Motion by Commissioner Hancock to approve alcoholic beverage licenses for The Mint, Maverik Store Rigby and Maverik Store Ririe. Second by Chairman Farnsworth. Commissioner Hancock – aye, Chairman Farnsworth – aye. Motion passed.**

COMMISSIONERS – CLERK COLLEEN POOLE

- **CERTIFICATION OF LEVIES – L1 – (ACTION ITEM)**

[1:41:07 PM](#) Colleen said these have been submitted to the state just need to certify these. In the first column have the 2018 levy, next is the maximum levy and the last column is the 2017 levy. In her review most of the levies have gone down other than Special Road & Bridge and the Mosquito Abatements. Chairman Farnsworth said the Fair is up some. Commissioner Hancock said with the increased land values they are able to reduce the levies. The only one that stays the same levy amount is the schools. When property goes up the beneficiaries are the schools because these are always the same. Commissioners' review. Commissioner Hancock said the School Districts did lower their levies some. Ririe's Mosquito went up big time. Colleen said part of this is under the abatement this year they may have been able to put this all in one fund to update something. Chairman Farnsworth asked the deal on the school bond that passed. Then they threw in an emergency levy. According to statute this was supposed to come before the Board of Commissioners first and it didn't. Commissioner Hancock is not familiar with this so he does not know. Colleen is not sure would have to check into this.

[1:46:12 PM](#) **Motion by Commissioner Hancock to approve and certify the levies for Jefferson County for 2018 and approve the L-1 form for the State of Idaho. Second by Chairman Farnsworth. Commissioner Hancock – aye, Chairman Farnsworth – aye. Motion passed.**

PROSECUTOR – PAUL BUTIKOFER

- **PURCHASE OFFICE FURNITURE – (ACTION ITEM)**

[1:47:10 PM](#) Paul said the exhibit has a list of office equipment they want to buy. All but one item is under the \$1,000. Judy said the laptop is over and the five conference chairs. Got the laptop pricing room Garn. Paul said the Dell laptop will be used when the office staff goes into court with them. Will be able to access the same drive while in court. The chairs are over because there are multiple chairs. Commissioner Hancock said sees that Ashley Furniture and Porters gave them pricing. Asked if they had any pricing from another one. Judy said a lot of this will match what they had gotten previously from Porter's. The conference room chairs wanted them to match. Paul said they have the money for all of this. Judy said they do in the current budget. Paul said even if they approve this they will still be under budget. Judy said they will still be under budget. Colleen said just to make sure to have the invoice dated for September. Paul said it has taken so long because it was hard to tell what would fit. Judy said they will store this for them until they are ready to move in.

[1:50:58 PM](#) **Motion by Commissioner Hancock to approve furniture purchase for Prosecutor's Office from Ashley's Furniture, Porter's, Walmart and a laptop that will come through IT Department for \$9,358.34. Second by Chairman Farnsworth. Commissioner Hancock – aye, Chairman Farnsworth – aye. Motion passed.**

PUBLIC WORKS – DAVE WALRATH

- **CHARTER FOR ANNIS HIGHWAY PROJECT – (ACTION ITEM)**

[1:51:58 PM](#) Prosecutor Paul Butikofer left room

[1:52:07 PM](#) Dave said he had given them this last week. Chairman Farnsworth said this has been reviewed by their attorney who did not have any issues.

[1:52:49 PM](#) **Motion by Commissioner Hancock to approve the charter report for the Annis Highway Project A019-305 between LHTAC and Jefferson County. Second by Chairman Farnsworth. Commissioner Hancock – aye, Chairman Farnsworth – aye. Motion passed.**

[1:53:29 PM](#) **Motion by Commissioner Hancock to adjourn at 1:53. Second by Chairman Farnsworth. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date