

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
JANUARY 28, 2019**

Meeting called to order at 9:00. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Sheriff Steve Anderson, Planning & Zoning Kevin Hathaway, Public Works Dave Walrath, Noxious Weeds & Invasive Species Mitch Whitmill, Maintenance Corey Smith, Janitorial Bryan Briggs, Treasurer Kristine Lund, Assessor Jessica Roach, Probation Tammy Adkins, Park & Recreation Mickey Eames, Extension Office Lorie Dye, Emergency Management Rebecca Squires, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Dave Walrath. Prayer offered by Colleen Poole.

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

[9:03:40 AM](#) Commissioner Shayne Young introduces himself. Grew up in Rigby and lived in Lewisville now lives in Labelle. Feel privileged to serve and work together. Is married and has five children. Have been self-employed in engineering field of automation and monitoring mostly to deal with water.

[9:04:55 AM](#) Commissioner Roger Clark live in Menan has farmed and ranched all his life. Has a wife and five kids. Farm in Menan as well as Clark County with his two boys. Appreciates everyone as he gets to know about county governments. Realizing how big of job this all is. Wants the best for the county and to help them each succeed.

[9:05:58 AM](#) Assessor Jessica Roach been working in the office going on five years. Got pushed into running. If they have any questions about anything they are always available in the office. Grew up in Arco. Has been married a couple of years and does not have any kids. Does like to go hunting, fishing and does photography.

[9:07:05 AM](#) Chairman Hancock wants to welcome their newly elected officials. They are a great asset to the county and will work well together.

[9:07:38 AM](#) Planning & Zoning Kevin Hathaway have been having a lot of fun. Have a meeting with the City of Rigby tomorrow. May have seen this in the paper. They are doing the area of impact with the City of Rigby because they are building a new church and school out there. When a subdivision locates on county and city boundary it inhibits the growth. This is why they have set a moratorium. Will be a process they will have people either who do not why they are doing this or are apprehensive. Municode they got an omission list it basically says what is omitted from codification process.

[9:10:08 AM](#) Probation Tammy Adkins does not have anything had given the quarterly report last week.

[9:10:21 AM](#) Emergency Management/HR Rebecca Squires thanks everyone for the power supply exercise last Friday. Will be speaking on this in a little while. Will provide a written report of what is on the generator and what is not on the generator. So they can make changes on this if they decide.

[9:11:08 AM](#) Public Works Dave Walrath has been quiet on winter maintenance the last week. Out hauling pit run gravel to level out some roads in the Roberts area. Was informed by the City of Rigby they will begin the water line on February 1. This will provide infrastructure for what Kevin was talking about. As far as Solid Waste beginning March 1, 2019 they will extend Countyline to be open three days until the end of October. Will be Thursday, Friday and Saturday. Will ease some of these lines. Plugging along and trying to keep the roads bare. Have used more salt brine this year. Knows it is corrosive but it does bare the roads off. This is used mainly on the main roads.

[9:13:35 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill said they have a pretty good crew here. Looking forward to working with them. This time of year they work on their operation plans for the next season. Has been unknown what they are handling as far as the lawns and other items for the county. Would like this defined on their responsibilities. Have a small crew this time of year. Will be putting new equipment online. As far as in the legislature they have some issues that will be coming. One of those is talk about adding the Russian olive to the noxious weed list. They do not want this to happen because they have a lot of these within the county. Will be working on this over the next few months. Work will all of the departments if they have things they can do for them.

[9:16:39 AM](#) Assessor Jessica Roach are in property tax reduction program until April 15. This year they will try something new and go out to Terreton, Ririe and Roberts to help fill out these applications for tax reductions. GIS manager Sherry Lufkin has asked if any departments would like to stay for her presentation. Should be interesting to hear what the department has put together with mapping.

[9:17:58 AM](#) Treasurer Kristine Lund said they are in the middle of winter.

[9:18:10 AM](#) Extension Office Lorie Dye even though it is winter they are busy. Have had potato and ag schools. Enjoy working with Joseph. Youth 4-H took second at state and they are still a young group. They are doing cross country skiing next week.

[9:19:48 AM](#) Park & Recreation Mickey Eames has been sort of busy. Last fall they opened up the tennis court parking lot. Still no ice skating rink and not sure if it will be open anytime soon. Mitch and his guys brought out material and made this a really nice parking lot. Looking at bids for a fence. Will be looking at having some young men doing maintenance out there. Appreciates all of their support. Wants to talk to the Sheriff about the dog off leash program. Need to have some bite into this program.

[9:23:20 AM](#) Janitorial Bryan Briggs said he is here for janitorial issues. Does not have any issues that he is aware of.

[9:23:32 AM](#) IT Garn Herrick said in the last month there was an email sent out asking to check their password. National average was thirty four percent and we were at twenty-one percent. Found that Chairman Hancock clicked on this twice and Mickey clicked four times. This was a baseline test and got a report on who clicked on this. Will have more sent out but the next one will be much more informative. Need to make sure they are more aware to keep the county safe. Cybersecurity is not going to decrease any. Social engineering is the biggest way right now to get people to click on this. Will have more of these coming out they are trying to help educate them all. Spencer did his two day training on Excel and heard good reports from people on this. There will be more of these offered as they year goes on Word, Excel and PowerPoint.

[9:27:42 AM](#) Sheriff Steve Anderson said the holidays are over. Thanks the snow removal it has never been better. Waiting to hear on the roof on the jail. Was told if this was altered in any way than the warranty would not cover this. Travis and Corey were able to find the leak. If they had anything drilled into this the warranty would be invalid. Been working on the air conditioning and heat. Had to trace wires clear to the back. Hoping the roof has not been altered if it has could be thousands of dollars. Were able to find the leak that has been hindering them for weeks. If they have a request or an issue make sure he is advised if they are meeting with his captains so they are on the same page. They tell him but wants to make sure they are on the same page.

[9:27:38 AM](#) Clerk Colleen Poole sent out an email on work comp training on February 20, 2019 have two sessions on is at 10:00 and one is 1:00. Asked if they would like to sign-up if they don't know that is fine. Would like to get a feel if they only need one session. This will be basic on how work comp works and how they report this. It is not mandatory but it is important and there has not been one for quite a while. Lorie asked if they send the county employees to this. Colleen said they could have their chief deputies come as well in case they have to fill these out. Rebecca said this is a state program so anyone that works under the state could attend as well. Colleen said he likes to do two or eight hour trainings have started with the two hour one so hopefully this will be basics. Weston asked her to remind them to get information to him as soon as possible. If everyone is sending in information on Thursday or Friday he does not have time to complete this before the meeting on Monday. Just get things to him as soon as possible.

[9:30:07 AM](#) Chairman Hancock goes over the outage. Did this for the emergency generator to see what this will run because in connecting to the building will be down for around four hours. This would really affect a lot of departments. Sheriff Anderson said this really affected them over there. Rebecca said that Loren had mentioned doing this Thursday or Friday after 5:00. Chairman Hancock said they do not want this during work hours but they wanted to see what this affected. It affected more than they thought. Asked who in this building believes they need to be hooked up to the backup generator. Will have to have some rewiring to have circuits into these backup generators. Jessica said possibly motor vehicles. Chairman Hancock said they will need to rewire these. Rebecca said this room and the restrooms had power. Chairman Hancock said Probation may need backup power. Tammy said it would be nice since everything is paperless. Lorie asked on the computer they have back up batteries. Chairman Hancock said they only last a little bit. Garn said they may give those five to ten minutes on a desktop. Lorie said they all have laptops. Rebecca would suggest long term emergency would be important for GIS to attain power so they can view maps. Chairman Hancock said as they go forward they are going to ask which departments need to be hooked up. Sheriff said dispatch and the jail were up and running. Rebecca said they shut down the circuits that they believed were not powered by the generator. Went a backdoor way because they did not want to throw the big power switch. Chairman Hancock said as far as the new building they are still saying this will be ready March 1 for occupancy. The floor in the basement has been poured. Cannot tell it was ever fourteen inches lower.

[9:36:31 AM](#) Tammy said she did review her contract does she need to prepare something or is that something she should get with legal to do. Chairman Hancock said he will verify this and get back with her. Tammy said they have until Friday. Is getting really anxious about this.

PLANNING & ZONING – KEVIN HATHAWAY

• RENEGOTIATION OF AREA OF IMPACT AGREEMENTS – RIRIE – MENAN – (ACTION ITEM)

[9:40:32 AM](#) **Planning & Zoning legal counsel Belinda Tanner is in the room**

[9:40:55 AM](#) Kevin said they need to look at renegotiating the area of impact agreements with the City of Ririe and City of Menan. Chairman Hancock said his concern is they do need to totally be redone. They have taken the city ordinance and incorporated these as part of the impact area. The way the code and statutes read it should be developed to the county standards. Does see changes that need to be made. This would be particularly in the philosophy and how they are applied.

[9:42:15 AM](#) Belinda said Idaho Code states they can apply city or county ordinances or come in with mutual ordinances. Has begun drafting a template so during negotiations they can go with all county ordinances or they can include some city ordinances. Could use a mixture. First step is to notify they want to renegotiate the area of impact agreements. Chairman Hancock asked a timeframe. This said will begin within thirty days. Belinda said they give notice that they want to renegotiate this so the city has up to thirty days to select three elected officials from the city and the commissioners pick three residents within the city or county to create a panel. Within this time the city council will ask their Planning & Zoning for a recommendation and the County Commissioners will also

ask for a recommendation. Commissioner Young asked how this was not done correctly. Kevin said they should not apply city ordinances to the area of impact. Can negotiate that they like this part and that part. They cannot delegate jurisdiction to the city. Commissioner Young said in State code it says it is okay to do that. Belinda said it is okay to adopt the city ordinances but there had been some issues with the City of Ririe. Other concern there was supposed to be a member from the area of impact. Have the City of Ririe making all of the determinations. Did not have anyone from the county making these decisions. Members from the Bonneville County were also contributing to the decisions.

[9:46:01 AM](#) Commissioner Young thinks there is some cloudiness there where they have people living in Bonneville County but in the city so. Belinda said they are in the Bonneville County area of impact. Commissioner Young said they are in the impact area but not for the city. Kevin said they can vote on anything in the area of impact but cannot cross borders. Belinda said another concern for Ririe and Menan this has a renegotiation within five years and this has lapsed so this is due. Chairman Hancock said that is the biggest issue that the time period was lapsed. This was April or June of 2018. Need to look at an agreement that is not one sided.

Commissioner Young said it looks like the last one was not negotiated without participation from both sides. Chairman Hancock said he was not here so he does not know. Belinda felt based off of the minutes this agreement was rushed through. Chairman Hancock does not know but there was not an in-depth discussion on how this would affect county ordinances and residents. Kevin said that in the minutes the commissioners had concerns but were told they needed this signed and never came back in and fixed this. It was signed by the city in January, recorded in April and signed by the county in June. Belinda said they have discussed a more uniformed template. This will create less confusion and create ease on implementing and enforcing these agreements. Kevin thinks that is key.

[9:49:13 AM](#) Kevin said there is no reason for these area of impact agreements to be significantly different. There may be some exceptions if they had something unique. Commissioner Young thinks they need to get moving on this. Chairman Hancock said right now they need to send this letter the other cities on this. Will they want this to go to all three cities? Belinda said this would be sent to all of the cities. Kevin said they have been in contact with Lewisville.

[9:51:49 AM](#) **Motion by Commissioner Clark to allow Planning & Zoning to notify all of the cities within the county and renegotiate the area of impact agreements. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[9:53:04 AM](#) Belinda mentions this was sent to Weston Davis.

[9:53:44 AM](#) **Planning & Zoning legal counsel Belinda Tanner left the room**

ASSESSOR – JESSICA ROACH

• DETAILED PARCEL REPORTS – (ACTION ITEM)

[9:54:03 AM](#) Jessica is here to get some verification if they should charge agencies that request detailed parcel information. This is Zillow or Black Knight that are the biggest. These companies request all of the parcel numbers in the county and they get a lot of information. Commissioner Young asked if these are realtor companies. Jessica said they are where people list their homes for sale. Just got a request from Zillow on bedroom and bathroom count. Garn helped with this last year. Wanted a certified copy of all verifications within the county. It was a lot of back and forth because they wanted different formats. Garn said they sent this information five to six times. The program has reports that it can send and it generates about a 500 page report. Sent this PDF then they needed it in Excel then they wanted a data dump then they want to go back to a different PDF. Never seemed like they were ever happy. Sure they are selling the information.

[9:56:57 AM](#) Chairman Hancock does not know the state law for that much data. Whatever format the report produces they need to give them that and be done with it. Garn said that was Weston's advice also. Not going to go out of their way to make information. Jessica said normally they do not charge for the first 100 pages or under two hours of labor. It runs five minutes to run the report. Garn said to run the report it does but the office has to maintain that data and that takes much longer. Colleen said they have similar issues in her office and only gives them one format.

[9:59:32 AM](#) Jessica said they could charge for a disc. Basically Weston said providing a duplicate of a computer record contains public record information so a public officer may charge a fee to all persons that do not exceed the following. One is the agencies direct cost of copying the information in that form or two that the standard cost or agency cost on conversions charged by the third party. Reached out to other Assessors in the state. Few of them do charge such as Caribou County charges \$300, Cassia County charges \$500, Adams County charges \$300 but that includes GIS. Right now our county does not charge for GIS data. Chairman Hancock asked on Madison and Fremont. Jessica said that Madison does not charge they do a data dump on their website. Fremont and Bonneville did not get back to her. Franklin County charges \$300, Washington County charges \$3,000 initially and \$500 for each update. Also make them fill out an affidavit stating they are not going to sell this information or use this for advertising purposes. Feels this may be something they should be doing. Right now GIS has parcel maps on the website. A lot of them said this has to done by a resolution of the commissioners if they charge. For them it is a pain.

[10:02:40 AM](#) Chairman Hancock said they could just get that data however they have this available. Would like to have some type of disclosure signed they are not using the data to solicit people. Not sure as far as charging. Commissioner Clark asked Jessica if she had any recommendations. Jessica said she is willing to run the report and put this in a PDF format. Takes them five minutes and that is not much time. However the assessors work on these values and data all year long. Not sure how they would put this on the website. Knows that this is public information but also does not want some personal information included. In their office they do not give out phone numbers but these reports do. Chairman Hancock thinks they need to get their attorney more involved and then decide what they would recommend to charge. They are here as the governing body but wants to do what is best for the Assessors office. So whatever the decision they make they want to have her offices buy in.

[10:06:10 AM](#) Commissioner Young asked how often a request for these reports come. Jessica said once a year other than Black Knight came back each month. Zillow did request this last week but wants to get with Weston more on this. Can see both sides as far as charging. Commissioner Clark said if they wanted any other method then he thinks they should charge. Chairman Hancock thinks they can table this discussion. Jessica said there has not been a set procedure on this. Chairman Hancock said this could be an operating procedure. Colleen said they can follow the state statute. Jessica said the statutes are not keeping up with the times as far as emailing this information.

INSURANCE – CARLOS APONTE

• REPORTS – (ACTION ITEM)

[10:10:01 AM](#) Carlos wanted to go over the year end reports for the health insurance. Walk through how the numbers are laid out. These have some comparisons. Had seventy-five percent loss ratio on the aggregate factor. This is all the combined claims from the stop loss. Have a maximum liability aggregate factor maximum which is \$688.51 per month. Put together this report that shows what the funding is and what claims are coming out. Will come in and walk them through these monthly. Are watching this and comparing. Some changes are based off of enrollments. The county has not really increased employees since about 2005. This year they have been higher than normal averaging 130 to 133 employees. Some groups continue to grow. Shows the loss fund monthly and total medical claims being paid out. January is a hot month due to runout from the previous year.

[10:15:03 AM](#) Carlos said they had a better year in 2017 than 2018. Chairman Hancock said they have a reserve trust. Carlos said they have a VEBA trust account. The other thing they need to remember is this factor can change from year to year. Have kept these rates higher to help offset county increases. Commissioner Young asked where these funds are kept. Chairman Hancock said Kristine handles these they have two CD's and a trust account they keep around \$150,000 in. Kristine said they do not want to touch the CD's but they are available if they need them. Monitor these accounts very close.

[10:18:52 AM](#) Chairman Hancock said they have not had an increase to the employees in almost five years. Carlos said did take a significant increase before that but have not increased this for a while. Have other employers that are not running this as well and have to be bumped up each year. Are huge advocate for the employees if they are running well. They need to feel it if they are working well.

[10:20:42 AM](#) Carlos said these reports show the large claims reports. In terms of what has been paid out did have some high claims. The next one is the year-end report. This comes every quarter. This shares that they have decreased overall. In Idaho right now it is close to \$800 a month per employee but this does change. Inpatient benefits did take a decrease. Did have an increase in outpatient benefits. Rather have outpatient surgery go up because the costs are significantly less. Professional services decreased eighteen percent. Was not able to get Teladoc reports but will have this next time.

[10:25:32 AM](#) Carlos said this shows side by side information. One thing that did go up was the prescription costs. Overall when combining these went down. Goes over inpatient procedures see that the top two were for knee and hip surgery. Those are what they call one and done so they do not have reoccurring charges. More concerned about cancers and dialysis.

[10:28:58 AM](#) Chairman Hancock said as they look at this they get to use Blue Cross and their rates. Carlos said they try and get the best contract possible. Commissioner Young asked if there is a list of individuals within the network. Carlos said they have about ninety-five percent in the network.

[10:31:41 AM](#) Carlos thinks employees are trying to manage their prescriptions. When Obamacare came out once a consumer hit the out-of-pocket expense they no longer paid prescriptions. Now they include everything into one. But what happened is the pharmaceutical companies no longer bring these prices down because now the insurance companies pay. But really it is the employers that pay for this. Always promote going with a generic if they can. If there can be any improvement it would be using mail order. Can get a ninety day supply for the cost of two months. In October no one took the mail order. Really hit this hard at the employee meetings. Wants to keep this in the employees' minds.

GIS – SHERRY LUFKIN – ERIC SMITH

- **MAP PRESENTATION**

[10:36:34 AM](#) Sherry said GIS stands for Geographic Information System. This manages and stores geographical data. Some of the data layers are aerial and imagery. Eric wanted to introduce themselves in GIS so they know what is available and can be done. They have static maps so they are starting to use the internet. Have the link on the county website. Have found that title companies, engineers, relators and citizens use this information. Shows the public map. Starting to venture into new products. First of all shows the map. This is a basic map but allows the public to find property owners. Can type in an address at the top. Has different viewpoints that can be viewed.

[10:40:54 AM](#) Now getting into story maps which are set to a location. Has created a commissioner map this is intended to show where the districts are. The story is this is spatial but also has information. Has county demographics. Breakdown public and private lands. Going to district one it shows who is the commissioner and their information. Do not have this completely updated with pictures of the new commissioners. Just as an example they could make an entire story map featuring Jefferson Lake. Can highlight things and be an informative tool. Could do one for the weed department or for the emergency folks. Could show crime statistics or accident reports. Might see hotspots with traffic accidents. Have spoken with Rebecca on some Homeland Security interest. The sky is the limit on how they can use these story maps.

[10:46:24 AM](#) Chairman Hancock said they may want to show some of the other things they have done on the mapping such as the cemeteries. Eric said they have three core maps that serve the county. One for the Assessors, Planning & Zoning and a cemetery map which is relatively new. Approved some time and resources to make this available have made this color coordinated so the blue graves are veterans. Knows the Scouts use this map to know where to locate flags. There is nothing like this anywhere. Colleen asked how this is updated. Eric said all they do is send him a spreadsheet for him to update it.

SOCIAL SERVICES – JACKIE MAUPIN

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

[10:50:21 AM](#) Motion by Commissioner Young to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 11:07

[11:07:16 AM](#) Deputy Prosecutor Weston Davis is in the room

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

[11:07:39 AM](#) Motion by Commissioner Young to approve case #2019-08. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

JEFFERSON COUNTY FAIR – CARL ANDERSON

- **MUD LAKE WELL AGREEMENT – (ACTION ITEM)**

[11:08:50 AM](#) Colleen said this is still with legal so he will not be here. Weston is waiting for their attorney to get ahold of him.

PUBLIC WORKS – DAVE WALRATH

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

[11:10:15 AM](#) Motion by Commissioner Young to go into executive session 74-206 (C) – Acquisition of property. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 11:45

COMMISSIONERS - 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)**

[11:45:40 AM](#) Motion by Commissioner Clark to go into executive session 74-206 (F) - Legal. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 12:20

[12:20:11 PM](#) Motion by Commissioner Young to go into executive session 74-206 (B) - Personnel. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 12:42

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

PUBLIC WORKS – DAVE WALRATH

- **UPDATE**

[12:43:39 PM](#) Dave said they got their third load of road salt on Friday. Take crushed cinders onto the mixing floor. This is what they put out when they are sanding the intersections. Will be having a few guys retire. The Road & Bridge foreman is a couple months out. Will have some openings that they will advertise for. Will add a guy for Solid Waste to help keep Countyline landfill open three days a week. Chairman Hancock asked if they have moved all of their chips. Dave said they have not finished yet. Would like to come and get a truck as well this year. Peterbilt are about twelve months out. Will bring specs on these. Wants a heavy haul with the two drop axels. When doing the paving the more they can haul the better. They have pup trailers but would like to move to dump trailers. May look at a pickup as well. Supposed to get a storm in this weekend so they are gearing up for that.

- **TREE TRIMMING – (ACTION ITEM)**

[12:48:28 PM](#) Chairman Hancock said they have reviewed this contract. Understands it is under Dave's direction on where and what should be trimmed. Probably will be looking at a modification with periods of performance and amounts so they know how much and this will be renewed yearly. Now it is based on whatever is in the budget. Feels sometimes some of this could be done by Road & Bridge employees. Dave asked how much they were at thought this was around \$20,000. Chairman Hancock said this was \$23,489 and have spent \$2,500 out of this budget amount. So they roughly have \$20,000 left. For an example though if they have a bad windstorm and limbs are down in the road then the employees will get these out of the roads. Dave said this happens often. Chairman Hancock said that is why not all of the budget for tree trimming will go to the subcontractor. All of this needs to be at Dave's direction. Could go out and tie a ribbon on the trees they want done. Dave said it would usually be Jerry or Bruce doing this under his direction. In reality they could have more than this and still not have enough. Chairman Hancock said the stop signs are the biggest issue. Drives in different areas knows other counties also have issues with visibility.

[12:53:24 PM](#) Dave said they try to prioritize these things. Karin Hancock with Arbor Tech said in the contract it does say they were supposed to be in contact with Dave but after a few months there was very little communication. Maybe an occasional intersection to be taken care of. So Brian Farnsworth told them to work hand and hand with him. Would get him pictures and then get the work done. That is why she contacted Commissioner Clark. To save the county more money they primarily do this work in the winter because it is easier to clean up without leaves. Brian had told them that that contract was for \$30,000 so she was not aware there is only \$23,000. Understand they need to keep some to maintain as well. Were not made aware of this. Asking how they will communicate how does she know what to? They are used to going out driving the county and handling this themselves because that is what Brian asked them to do.

[12:55:31 PM](#) Chairman Hancock said that Brian did not have the authority for that. In the contract Dave will be the one doing this. If they see a spot nothing wrong with notifying Dave on this. Dave said if they see an issue they can give him a call. Chairman Hancock said if he gets a call he calls Dave. Karin also has concerns about is when they came in the day they signed the contract had asked if they could drop all of their tree debris at the dump. Clarified that she understood correctly that it was not just the county trees but that they could dump anything from their business at the dump. Received a phone call in December by Dave getting after them and accusing them of being dishonest and overusing their power and key. Chairman Hancock said the county stuff they can dump this at the landfill whenever this is done. When doing their own work that needs to be disposed of during business hours. Karin said that is not what was said. Chairman Hancock said if it was then they miscommunicated. From now on though that is how this should be handled. Karin said they were doing what they asked to do. Then got called out on this because they were not doing their job the way they were supposed to.

[12:57:56 PM](#) Chairman Hancock said the problem Dave was running into they go down and there is a big pile of trees that they did not know about because they did not come during business hours and it becomes an issue. Dave said that and there is an operating plan and had to go through a process to get this approved by DEQ and Health Department. If they are operating outside of the plan then they are in violation. Karin said they were only doing what they asked to do. If they need to go back to the recordings that is fine. In that meeting she was surprised they were given permission to do all of their business. Wanted as much as they could get to use as cover. Dave said they are also required to track quantities. As far as the other stuff he thinks this may give them an unfair advantage.

[1:00:01 PM](#) Karin said they are honest people and try to do what they were asked. Had been in communication with Brian. Then to be called up saying they were doing everything wrong a year and a half later after. They had been taking the debris whenever they got back. They were dropping this off because they were told they could. In here having this conversation that is a verbal contract. Now saying all of this it sounds like a breach of contract or is this a misunderstanding? Chairman Hancock said that it may have been a misunderstanding from his part. Not sure on Brian's intent. Do remember telling them they could put county limbs at the landfill. Not sure if a time element was discussed. At this time they are trying to clarify when they can bring this in. This is not a breach but are

having a clarification. Need to be in compliance with Health Department and DEQ. They could shut them down if they are in breach of the operating plan. Not saying not to bring their waste just wants this brought in at the correct times.

[1:01:59 PM](#) Dave said they mentioned they are going to expand starting March 1 will be open Thursday, Friday and Saturday. Karin does not like the feeling of being called dishonest. Dave said all he said is they are getting a non-fair advantage. Karin said that is what they were told or they wouldn't have been doing this. Chairman Hancock said he cannot remember what was said but the intent is what they have discussed today. Karin is happy to work with Dave. Wants to continue to work with and for the county. If there are any changes instead of having Dave call she would rather come in here for a meeting to discuss if there is something that needs changed. The way the conversation went down it was very unprofessional. Dave said that he had witnesses that would disagree with this. Commissioner Young thinks they can move past this. Chairman Hancock thinks they want to move past this. They want and need the trimming done.

[1:04:00 PM](#) Commissioner Clark said when he was called he was not up on the contract. That is when they reviewed the contract and moved forward. Wants to do this and have it agreed upon. Karin wants this to be a good experience. Felt like they were hitting their head against the wall with the change. Want to do their jobs. Chairman Hancock said they will be moving forward. Will be making some clarifications on the contract. Karin said from here on out will only dump county debris. Chairman Hancock said they can dump other stuff when they are open. Karin said with their key it will be for county work.

[1:05:58 PM](#) Recess

Open session 1:13

PARK & RECREATION – MICKEY EAMES

- **FENCE BIDS – (ACTION ITEM)**

[1:13:18 PM](#) Mickey had three different fencing companies come in. Had an email from one but never got back to her with a bid. Did get another bid from Fence Me In but they are higher it would only be the top number. So it is a little high at \$9,000. Affordable Fencing was a bit cheaper. Dave had also said that he was trying to get some fencing done as well. The guy at Affordable Fencing was trying to give her the best deal he could.

[1:15:59 PM](#) Chairman Hancock asked on the timeframe on this work. Mickey said before they open this spring. The big thing right now to hold this price they need \$500. Have opened up the reservation site the first day open brought in almost \$1,700 and has brought in at least \$1,000 each day since.

[1:18:13 PM](#) Commissioner Clark asked where this falls into the rest of their projects. Mickey does want to put up some shelters. Has three picnic tables that have been being made. Would like to put up three little shelters but this cost will be minimal. Has seen these shelters at different campsites that she has been to. There will also be small projects as they come.

[1:20:39 PM](#) Commissioner Young said the one bid has tearing out the fence. Mickey asked they include this but because of the price thinks they will do this themselves. Had not known it would be that much. Chairman Hancock wants to make sure they have the right spacing between poles. Could spread this out farther and save themselves money. Mickey can get this specific information from them. Chairman Hancock thinks they are ten to fifteen feet apart standard. They can look at the state transportation code. Need this clarification on what the standard is. Would want to know where they are going to put posts in as well. Needs some more detail.

[1:25:05 PM](#) Commissioner Young said they need a detailed work scope. Mickey said they need to make sure the pole spacing, barbed wire and verify if the metal is galvanized. Will get the specifics if they want to look at this next meeting.

COMMISSIONERS

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

[1:27:46 PM](#) Chairman Hancock said they approved a change order. Did see a copy of invoice four and they did take the money out for the trench boxes and that is in the claims today.

- **KEY POLICY – (ACTION ITEM)**

[1:28:37 PM](#) Chairman Hancock said that their prosecuting attorney would like to have this tabled until he can be in on the discussion. Would like to put this out to the other department heads. Colleen said this was done a few years ago. Can include elected officials and departments to form a committee on this. Was just going to ask about a committee. Chairman Hancock said they could create another committee. Colleen said she could do a list for next week. Will not have any meetings before then. Colleen thought elected officials and department heads.

[1:30:38 PM](#) Recess

Open session 2:21

- **APPROVE CLAIMS – (ACTION ITEM)**

[2:22:05 PM](#) Motion by Commissioner Young to approve claims from 1/14/2019 to 1/25/2019 for \$402,620.84. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

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

COMMISSIONERS

- **WORK MEETING – COMPREHENSIVE PLAN – CAPITAL IMPROVEMENT PLAN**

[2:23:40 PM](#) Chairman Hancock said this is a discussion and assignment on making these plans. Will talk about the capital improvement plan first. How do they want to approach this? Do they want a committee? Or how do they want to approach this. Commissioner Young thinks it looks pretty good. Commissioner Clark thinks it is straight forward just needs some updated information. Commissioner Young said a lot of the sections repeat themselves. Chairman Hancock lets Kevin know that they are discussing their role as far as the capital improvement plan. Kevin said page five of the capital improvement states the county and districts intending to adopt an impact fee must first prepare a capital improvements plan. To ensure that impact fees are adopted and spent for capital improvements in support of the community's needs and planning goals. Before they do the comp plan this has to be done. As far as this goes this is a pretty good plan on the restrictions. It is a little bit more flexible than he thought.

[2:29:38 PM](#) Kevin said the grim analysis shows the criteria on the impact fee ordinance. Chairman Hancock thinks there is not as many changes on this. This was adopted in 2009. Rebecca said this plan has animal control with a new sheriff now there is different planning. It has so many assets per roads being maintained. Thinks some of these changes will justify which projects can be done. Having the paver they are making more trips. Have the same amount of miles but there has been a lot of growth.

[2:32:43 PM](#) Kevin said the developers will fund part of this. Part that surprises him is the equipment with life of more than ten years. Rebecca said only if they are increasing the fleet. Chairman Hancock said they do pick up more miles when a subdivision is turned over. Rebecca said a lot of these had already been counted. Lane miles does not reflect the growth they have had.

[2:35:49 PM](#) Kevin said capital projects that are partially necessitated by growth. For impact fees they had a range. They are at ten percent on the variances. Might go back and update this. They do have the same needs but could justify fifteen percent on impact fees.

[2:36:59 PM](#) Commissioner Young asked if they are given a maximum amount of what they can charge. Kevin said Teton County is \$2,100 while Jefferson County is \$310.90. The other thing they may want to consider is if there are any new funding sectors. Chairman Hancock said they have asked on the school districts. Some areas there are impact fees that go directly to the schools. Had board members ask him about this before. Commissioner Young said it would depend who this impacts. Kevin said right now they have Road & Bridge, Central or Roberts Fire, Sheriff and Park & Recreation. Rebecca said the City of Rigby did not adopt the capital improvement plan. They did not want to collect impact fees. Kevin said the fees for houses are a set amount and fee for commercial is per square footage. Rebecca said there has been some interest from West Jefferson area. If they are just updating they should be fine but if they are adding a bunch of different groups they may look at a consultant. Kevin said they may be able to modify this and use the same input.

[2:40:53 PM](#) Rebecca said each agency has a detailed analysis. Chairman Hancock asked if they want a committee to work on this. Commissioner Young asked if they could add schools. Rebecca said the schools may have to hire their own consultant and create a capital improvement plan. Kevin said if they want to move forward with the same groups it would be faster. If they find a need they need to address. Should probably do the area of impact agreements first which will keep them busy over the next few months. Goal is to make these as standard as possible.

[2:45:00 PM](#) Kevin asked any others than these four. If they look at the general fund this is to augment or reduce the strain on the general fund. Commissioner Young thinks they are too cheap on these. Chairman Hancock asked what Bonneville County charges. Kevin is not sure. Most cities do this. City of Rigby will be doing this in the future. Commissioner Young asked about West Jefferson Fire. Kevin thinks they could add this in since they would just pay this to their district. Rebecca said that Roberts signed into the plan but are not really growing. Commissioner Young said this is designed for those that are having a lot of growth. Kevin said it is to figure out where this would hit. Commissioner Clark said they anticipated more growth. Kevin said they are back in the growth cycle. Last year they had 397 permits and are at 438 this year.

[2:50:06 PM](#) Rebecca said under the impact ordinance should be formed and create the capital improvement plan. This usually tells them who should be on this board. Chairman Hancock thinks they should spend some time themselves on this then put together an advisory board to review. This way they are following the ordinance. Commissioner Young asked a number on this committee. Commissioner Clark asked if the four groups that are involved put in their own type of plan. Chairman Hancock said they did and then they got input on the consultants. Had a bunch of data based on different areas in the country.

[2:53:00 PM](#) Kevin said Ty Belnap suggested each commission member take two chapters of the comp plan to begin working on this. This is the tentative plan to pull this together so they have a component. Will hammer out their changes.

[2:54:26 PM](#) Commissioner Clark asked on the capital improvement plans should they notify the groups that are involved in this. Kevin said they will have to track their information. Chairman Hancock said this should be at least five people. Have someone from real estate. Followed this last time because his wife was on the board. Commissioner Young said they will want to follow this again. Chairman Hancock said this is how they want to do this so it is consistent. Had Jim Bernard before who was the largest developer in the county at the time.

[2:56:00 PM](#) Chairman Hancock said the Sheriff, Road & Bridge and Fire Departments will also have their input. Kevin said that he could send out an email to have these individuals reply with their input. They try and eliminate the resistance if individuals know what they are doing.

[2:57:13 PM](#) Chairman Hancock said on the comprehensive plan will start working on chapters. Kevin asked if they are comfortable with the two chapters being done by each commission member. Can try this and see. Likes the idea of having a goal to hit. Commissioner Young thinks if they can break this up they could get it together faster. Kevin said they will meet on the February 7 and only have two public hearings. After that will talk about the area of impact agreements with Rigby. Will be meeting tomorrow with the city. Will try to have the map roughed out and have some tentative changes. Will have a joint meeting on the February 28 with both commissions. City reads this into their city council meeting. Might want to have a venue for individuals to come in and ask questions.

[3:00:09 PM](#) Chairman Hancock said this will give them a way to move forward. Kevin said they have a lot to do. It is exciting to do this right.

[3:00:47 PM](#) Chairman Hancock asked about a letter from FEMA. Kevin said they are getting these they have six or eight that have not been completed for one reason or another. Most were from 2006 to 2012. One of the engineering firms are not in business anymore. These are the troublesome and are trying to find resolutions. Are working with Maureen to get these resolved.

PARK & RECREATION – MICKEY EAMES

- **FENCE BIDS – (ACTION ITEM)**

[3:03:37 PM](#) Mickey said the poles are ten feet apart. The metal is galvanized. The barbed wire is security feature. Chairman Hancock said this gives more information. Mickey said they cannot wait because the prices are going up.

[3:05:21 PM](#) **Motion by Commissioner Clark to approve bid from Affordable Fence, LLC in Pocatello for the lake at the cost \$6,995. Amend this to not exceed \$7,200. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[3:07:33 PM](#) **Motion by Commissioner Clark to adjourn at 3:12. Second by Commissioner Young. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date