

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
AUGUST 5, 2019**

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

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)**

[9:01:28 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 9:15

SOCIAL SERVICES – AMY JOHNSON

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

[9:15:03 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 9:18

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

[9:18:39 AM](#) Motion by Commissioner Clark on case #2019-19 to deny due to lack of cooperation. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

COMMISSIONERS

- **RESOLUTION #2019-27 – DESTRUCTION OF RECORDS – (ACTION ITEM)**

[9:20:09 AM](#) Colleen said this resolution is spoiled and unused election ballots. Chairman Hancock reads “Resolution #2019-27. At a meeting of the Board of Jefferson County Commissioners, State of Idaho, on the 5th day of August, 2019 the following resolution was adopted to wit: Whereas, Idaho Code 31-871 requires the Board of County Commissioners to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the county’s record retention schedule and are no longer required by law or the county business; and, Whereas, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and County Attorney, as provided by Idaho Code 31-871. Be it therefore resolved that the Board of Jefferson County Commissioners hereby authorizes the immediate destruction of original paper records and that such destruction occur under the supervision of the Board of Jefferson County Commissioners Clerk. May, 2014 primary poll books. Primary and general 2018 unused ballots and spoiled ballots. August 2018 #251 unused ballots and spoiled ballots. Kanas project paperwork from 2014.” Weston asked if he reviewed this. Colleen does not believe so. Weston said temporary records are two years. Asked if he is aware of any statutes from a ballot standpoint. Colleen said these are unused and spoiled. Weston asked if they were never marked. Does not have any issue with the unused ones but the spoiled ones not sure they can destroy these sooner than two years. May want to keep these for another year. Colleen said the Kansas project was when surrounding states checked double voters. Weston asked they move to the next item so he can look into this. Chairman Hancock said they will table this.

[10:13:01 AM](#) Weston said they may want to refer to Idaho Code 34-217. There are two clauses that allow for some record destructions sooner. Spoiled ballots are sixty days.

[10:13:58 AM](#) Motion by Commissioner Clark to approve resolution #2019-27 for destruction of records. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed

JIM BERNARD

- **AUTUMN HEIGHTS SUBDIVISION PLAT SIGNATURE – (ACTION ITEM)**

[9:24:07 AM](#) Jenny said this went to the Planning & Zoning commission to move from four bedrooms to six bedrooms. Commissioner Clark said plat allows bigger houses. Jim said they can have six bedroom homes instead. The bigger houses actually end up occupying less people. Commissioner Young asked if there is enough room on each lot. Jim said that District Health has signed this. Jenny said this was recommended for approval by the Planning & Zoning commission. Everything is signed other than the Treasurer who is not here today. Was told that everything checks off so it will be signed once she gets back. Jim said Denny Jones signed this it was the last plat he will sign as a surveyor. Chairman Hancock asked why the Planning & Zoning did not sign off on this. Weston said this is not required. Chairman Hancock said Peterson Land Surveying did the survey. Weston is not aware of any requirements for Planning & Zoning to sign this. Chairman Hancock said that Kevin was supposed to talk to him about the water system. Jim is meeting with them on Thursday. Have enough capital to come in and do this. Jim said it might be Tuesday. Chairman Hancock said they are meeting today. Is there any other questions on this? Knows there is more density. Jim said the smaller lots actually work. The larger ones end up with half an acre of weeds.

[9:31:14 AM](#) Commissioner Clark likes the smaller lots as well seems like these are taken care of better. Jim said this keeps farm ground and allows them to do sidewalks. Sidewalks make a big difference. Will have a five foot sidewalk and the park will have a bike path.

[9:32:18 AM](#) **Motion by Commissioner Clark to approve the first amended Autumn Heights Subdivision Plat. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

COMMISSIONERS

- **EXTENSION OFFICE BUILDING – (ACTION ITEM)**

[9:35:33 AM](#) Colleen asked what they are going to do with this building. Chairman Hancock said they were going to dispose of this property. Need to have an appraisal on the property then have a public auction. Can put a minimum based upon the appraisal. Audrey goes over the appraisals have only received two bids back. Chairman Hancock said may put this on the next agenda to see if they can get another bid. Paul asked the intent. Chairman Hancock said they intend to sell this. Audrey will see if she can get another bid and bring it in next week.

- **ANNEX BUILDING CHANGE ORDERS – PAYMENT REQUESTS – (ACTION ITEM)**

[9:39:11 AM](#) Chairman Hancock said they had some change orders. Have about \$20,000 on invoice #5 and \$125,000 on invoice #6. This will finalize the total costs. Chairman Hancock said they need to put the top soil down on both ends so the landscapers can get started. Will wait to see if they get a change order on these.

- **WATTSMART BUSINESS APPLICATION – (ACTION ITEM)**

[9:41:51 AM](#) Audrey provides the wattsmart application. Have printed off Weston's response on the terms & conditions. Weston said he understands they monitor county use of certain functions in the building to be more efficient. Concern is the language and if their installation of equipment. Concern is if they have to install an additional unit to monitor anything they are indemnified from any harm. Not sure this is something the county should give a free pass on. Not sure what they have to install to track use. Weston said if they have already done what they are going to do he is fine with this. Participant agrees to cooperate with Rocky Mountain Power to do inspection on the site. Have the reserve to inspect equipment and/or installation of temporary monitoring equipment. If they have done the installation does not think they would have any issue with striking the sentence.

[9:48:49 AM](#) Commissioner Clark said this is for energy efficient equipment. Chairman Hancock said could get \$2,000 to \$4,500. This is a one-time cost savings. Paul asked if they want monitoring equipment. Weston said it gives them the options on the terms & agreement. Basically saying they can come in and monitor this. If they install anything Rocky Mountain Power will not be liable for any personal injury. Is not sure what risk this poses. Not sure there would be any issues. May need some additional follow up.

[9:53:24 AM](#) Chairman Hancock asked if they should sign this with this struck out. Weston said they would initial this and have them see deleted section. Need to make this conspicuous. Chairman Hancock said they may never come back again. Paul asked if this is a one-time payment why they would install monitors. Commissioner Young said they install energy efficient equipment. Paul hopes they are not saying they are releasing them on this equipment. Weston said as far as on a light fixture they would not be liable. Commissioner Young said this is a light fixture they recommended but is not their equipment. Commissioner Clark said looking at participating there are three different ways they can participate so they may never be back. Chairman Hancock said they have an individual, Jared Daniels, who they could speak with. Weston said he could speak with him but they would have to make the determination on this. Way it is listed have three things are not liable for expectation of energy savings, personal injury to participant or facility of any kind is his biggest concern and any inconsequential damages of any kind in connection with the installation or inspection of energy management system. Commissioner Young said he is not concerned about them being liable on the equipment only any monitoring equipment they install. Paul said they are limiting their liability to install this into the facility. If they recommend the air conditioner they would not have any liability if it had asbestos. This is after the fact to monitor and it is unsafe. Commissioner Clark is not sure they would even come back. Chairman Hancock thinks this is one-time for installing the equipment. Could go ahead and approve this striking this language and move on.

[10:03:40 AM](#) Weston said if they are not liable for any damages with the installation and inspection of qualifying equipment and it falls down or has hazardous material it is not on them and they would agree. Concerned about monitoring equipment. Would insert not related to monitoring equipment. Chairman Hancock inserts not related to monitoring equipment. Weston would initial this and write it above so that it can be read. Chairman Hancock adds that he has changed this to the approval would be subject to these changes.

[10:12:06 AM](#) **Motion by Commissioner Young to approve the Wattsmart application with Rocky Mountain Power with the insertion into the terms & conditions. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

PROBATION – TAMMY ADKINS

- **QUARTERLY REPORT**

[10:15:17 AM](#) Tammy has the quarterly report. **(Exhibit A)** Not a lot to update. Are down about twenty percent in numbers. Have updates from Department of Juvenile Corrections. Could be down due to court backlog. Sometimes this happens this time of year. Overall revenues are still down and is due to policy changes. When they changed the fees for priority of payments they do not get paid first. Down about fifty percent from last year. Some changes from July 1.

- **PRE-TRIAL RELEASE SUPERVISION PROGRAMS, POLICY MANUALS & FEES REVIEW**

[10:21:02 AM](#) Tammy said they have statutes that are over pre-trial services. Got with Weston and met with the Judges. Probation used to collect these fees now they are assessed once they are convicted of the crime. Outlines the commissioners need to outline a payment and set a fee.

Tammy talked with Weston it is better since it is a fee to do a public hearing. Will be August 26. Want a consistent fee. With possibility of dismissals this may still charge enough revenue. Felt after talking with Mike and Judges they will set this at \$75. Will have a resolution to establish the program and the standard operating procedures. Will email these. Tammy said they have different manuals for adult and juveniles.

PUBLIC WORKS – DAVE WALRATH

• COOPERATIVE AGREEMENT WITH MURTAUGH HIGHWAY DISTRICT – (ACTION ITEM)

[10:22:50 AM](#) Dave has a cooperative agreement on the durapatcher and their trailer. Anticipate this would take place next budget year. Weston said they have a stop with equipment. Dave said yes. Weston asked if this is for the durapatcher. Dave said this is a permanent swap with their trailer. Chairman Hancock asked how much the trailer is worth. Dave said it is \$45,000 so they will get \$60,000. Chairman Hancock asked if they will take the trailer. Knows they have discussed this before. Knows a new one is over \$200,000. Weston asked why they want to do the trade. Dave said they must have a buyer already. Murtaugh wants the truck mounted machine to free up one person. Chairman Hancock said it is inexpensive when a new one is over \$200,000. Dave said it has been maintained very well. Chairman Hancock said they will need to look at their funding. Not looking at doing this until October. Knows they use this a lot.

[10:27:23 AM](#) Weston said this is subject to future county funding does Murtaugh need this for their budget. Dave said yes. Weston has another question is scanning through this.

[10:37:12 AM](#) Weston said where they are trading with an intergovernmental agency they need to have a resolution approved by the board. If he wants to attach this to a proposed resolution and bring it back. This can be done at any meeting for the commissioners. Need a resolution and would put in subject to availability of funds then attach the agreement behind this. Chairman Hancock thinks availability would be better because they need the money beforehand. Dave will put this on next meeting.

• UPDATE

[10:27:53 AM](#) Dave said they are hauling chips and will finish 3800 to 3500 which are roads that were overlaid last year. Did purchase the roller from the state. Overlaid three and a half miles out in the Hamer area.

[10:32:14 AM](#) Dave said Jerry is off this week. Have not filled Bruce's position yet does have three candidates internally. Then will fill that position. Had a fire at County Line landfill Saturday evening. Started west of the landfill and the wind blew this. Burned the weeds to the west. Did cut the lock to get in. Someone was burning and it got away from them. Carl had called and they had this under control. Are busy and will be for a few more months. Still have some overlays. About out of chips will need to do a crushing contract for this fall.

[10:36:02 AM](#) Chairman Hancock asked on smoothing the dirt out on the pond. Dave said they will carve out some time for this. Chairman Hancock said they need to pave the back area. The boxes are qualified. Dave said that Blackfoot added another \$1,500 late fee. Weston is in communication with their attorney. Sure they have an automatic processing center that sends out the billings.

[10:42:05 AM](#) Commissioner Clark asked about a bridge on 3600 and 500 has been contacted on the guardrail. Is getting pretty old may want to look at doing a project on this within the next few years. Dave said this is a different setup. May have to reconfigure this area some. Chairman Hancock said they are putting in the gate for the fuel system. Dave thinks the actual gate will be here this week. Kerry has done a good job getting it all ready. May look at security cameras at some point.

[10:45:15 AM](#) Weston asked on warranty who put the agreement together was this Murtaugh. Dave said Murtaugh's engineer consultant. Weston is not finding a disclaimer of warranty. Not sure if this is needed. Dave said they are passing this through to the vendor. Chairman Hancock said they will not be keeping this it will be a trade in. Weston said they will need a disclaimer of warranty. Dave will work on that.

JUSTIN SEAMONS

• CONFLICT PUBLIC DEFENDER

[10:46:54 AM](#) Chairman Hancock said Mr. Seamons is interested in a conflict public defender. Justin said he is located in Idaho Falls. Chairman Hancock said they do have a set rate. Justin is not sure of the rate but that is standard for counties. Spoke with John he did not mention rates but it is standard to have a set rate. Colleen said a bill would be submitted once a month.

[10:48:43 AM](#) Justin goes over his background. Once upon a time had a law practice in Twin Falls. Then worked for another office in Twin Falls. His mother's side is from Twin Falls and his father's side was from Logan area. Came to Idaho Falls to work with Steve McGrath. About four years ago worked for the Attorney General in region six which is Bingham south of the boarder. Notified the AG and gave six weeks' notice. In April reopened a private office in Idaho Falls. At the AG's office did a lot of child protection cases. Has handled a lot of these cases. Had the state hospital in Blackfoot. Really enjoyed representing the mentally ill it was both rewarding and satisfying. Getting back into private practice and sent in the paperwork for the Idaho Public Defense Commission. Wanted to start with the counties in the immediate area. Spoke with Colleen who told him to get in front of the commissioners. Spoke with Audrey to introduce himself. Had worked with John previously in Idaho Falls and was told they could use him. Does not know Mr. Butikofer or Mr. Davis seems unless you have overlapping areas of practice there are people you do not meet. Worked with individuals in Mr. Davis' office. Represented the Community Care group.

[10:56:17 AM](#) Paul said it is nice to meet him. Asked when he worked for the AG. Justin said for three years until April of this year. Mark Withers is his counterpart for region seven. Covers Bonneville County north to the Montana border. Paul asked if he has experience defending mental commitments. Paul said they would make appearances on the behalf of the state. Paul asked on any involuntary commitments. Justin said these were done on a frequent basis. Had a lot of disabled individuals. Paul asked how long he had worked with John Stosich. Justin said he has known him since 2001.

[10:58:48 AM](#) Chairman Hancock asked if they have to do this by motion. Paul said that they would like to hear from John on this. Has a lot of experience. Has a lot of child protection cases. Could be a need. Knows Dan Taylor is out of Pocatello and has to drive. Would be a good asset to
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have. John usually recommends individuals. Justin said that they had three and had one he needed to eliminate and could add him to the list. Judge Crowley actually makes the assignment. Justin knows both Crowley and Thompson. Chairman Hancock appreciates him coming in.

INSURANCE – CARLOS APONTE

• HRA BALANCE LIABILITY – (ACTION ITEM)

[11:03:12 AM](#) **Prosecutor Paul Butikofer left room**

[11:03:50 AM](#) Carlos will start with HRA balances. These are for elected officials. Went through the list with Colleen on Friday. It is not as bad as he thought. Have a lot that have already used their balances. Unlike other HRA liabilities once an elected official leaves office they still have access to this balance.

[11:05:37 AM](#) Carlos said a regular employee who has not exhausted the HRA can no longer use this. It is \$47,000 of actual liabilities. They are on this as elected officials so there are still some folks that are in the county. Thought this was going to be more. About half of this are folks no longer with the county. Once they leave the county they can use the HRA for more expenditures when they were in the county. Can only use this for deductibles. When they leave the county they can use this for dental, vision, prescriptions and copays. The liability that is there is different when they are no longer an elected official. Chairman Hancock asked on why the amounts are different. Carlos said this is based on the election they choose. If they were two party or a family and what category they kept. This is tiered out. Commissioner Young asked if there are any others. Carlos said this is it. Others have already used their balances. Chairman Hancock wonders if some of these individuals realize they can use this. Carlos said some might not realize they can for everything. Was expecting \$80,000 to \$100,000. Had some commissioners here for a long time. Need to decide the funding they want to put toward this. Are they going to track this on a separate line item? If they take the ones currently here out it is about \$20,000 for those no longer in the county. Discussed this with Kent may put money aside for those that have retired but use the factor for the funding. This is the liability. Can worry about this for 2020 and include the HRA in or they could do claim funding and put in an extra cushion for those that have left. Will need to make a decision on this.

• FINALIZE EMPLOYEE CONTRIBUTIONS – (ACTION ITEM)

[11:14:38 AM](#) Carlos goes over next it is the spreadsheet on the original renewal came at an eight percent fixed cost. First line on left have the specific stop loss. Anything above the stop loss pays this. Contract is 12/15 contract where claims are incurred in 12 months but have three months January, February and March to pay these as runoff. Have different ways to fund contracts. This gives them runoff. Have about a five percent increase on the spec rates. Aggregate is all the claims combined. This is also a 12/15 contract. Reduce the aggregate to \$18.26 and reduced to cost to \$647.26 per employee. Reflective on here from last week with what Kent provided. Need to catch up. Are actually taking a two percent decrease. Fully insured and funding the maximum they would get a two percent decrease. Fixed cost went up but they pay for the fixed cost because the aggregate went down if they are funding this correctly. Chairman Hancock said the premiums are going up \$10. Carlos said yes for the spec. Aggregate took a decrease and admins stayed flat. There are three sections. Lowered the maximum liability. Chairman Hancock said they did not have a lot of claims. The \$647 is what it costs across the board in claims.

[11:22:08 AM](#) **Deputy Prosecutor Weston Davis left room**

[11:24:16 AM](#) Carlos said they are basing the calculation on today's claims. Will adjust this in the next year for 2021. Provides a large claim report through June. Have three drug expenses that these are ongoing and are home maintenance drugs. Notice there are a lot of dependents on there. Need to decide if they want to accept Blue Cross and the rates for next year and what they want to do with the HRA. Colleen said they did \$200,000 in the budget for the VEBA. Did a two percent increase on the medical. Chairman Hancock said if they have money left over they could use this money in addition to what they put in the VEBA. Colleen said that is more work than just budgeting in a line. Carlos said the \$200,000 would be a cushion. The funding is the rates Kent showed them. Nine percent was in the middle. Chairman Hancock said they also said where they have added to the budget the actual effect on the budget was nine percent. Carlos thinks they may need to do both. Chairman Hancock said if they keep running well they are not underfunded. Do not want the risk. Carlos said he is not a risk taker. Wants to be very clear and feels they need to understand what's going in. Chairman Hancock said they will look at the cash balances at the end of the year then they need to transfer this into the account. Colleen said it would be good to put in because they may have a crash. Carlos said they have a bad claims and HRA then that is where the current funding would not work. Chairman Hancock would like to know how much was set aside for the medical.

[11:33:17 AM](#) Colleen said the extra money was around \$80,000. Chairman Hancock said this was never put in. Colleen said no it was not. Carlos said Kent had budgeted and actual. Colleen said some funds were over and others were not. Chairman Hancock wants to know a total for all the departments. This is something they should be doing. Colleen thinks they need to add the line.

[11:34:55 AM](#) Carlos said the last line before the total is EDI. One of the things they are proposing is they would like to add an electronic file fee. Meet with the employees and fill out paper applications for each carrier. Is a lot of administration time between all the insurances. Through the system they have would have a link once Matt enrolls an employee they can print out a copy for Marilyn on what was elected. This is a straight cost of \$0.45 a month per employee. Takes about a month to set up but will allow for less paperwork. Will be an average of \$60 a month. Will still meet with the employee this is just a better system to use to make sure they do not lose anything.

[11:38:44 AM](#) Carlos needs a decision on Blue Cross and the budget will be a discussion for them. They have the data on how this is funded. Just wants to be very clear. Also have employee rates. Chairman Hancock asked if they want to leave the employee portion the same or increase this? Then they need to approve Blue Cross as their carrier.

[11:40:10 AM](#) **Motion by Commissioner Young to approve Blue Cross as the insurance provider. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

[11:40:48 AM](#) **Motion by Commissioner Clark to keep the employee premiums the same for 2020. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

[11:42:48 AM](#) **Motion by Commissioner Young to allow the electronic enrollment software for employees for \$0.45 per employee per month. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

[11:43:59 AM](#) Carlos will set up employee meetings with Marilyn. Will bring back something for them to sign on the electronic enrollment.

PUBLIC DEFENSE COMMISSION – JARED RICKS

- **UPDATE**

[11:44:13 AM](#) Jared wanted to come and update them on the standards. Focusing on two standards from the legislature. Looking at a principle on the defense function in Idaho. Need to be independent of political and judicial influence. Looking at improper influence. Trying to determine how this will work. Other is parody or as the legislation worded it that there will be reasonable equity. These are the two standards they are negotiating this year. Getting information from counties. Wanted to update and see if they have any questions or concerns. Can submit public comment until they submit this to the legislature after October. If they have questions can address these now.

[11:47:10 AM](#) Chairman Hancock knows some concern are on the numbers have they weighted these cases. Different misdemeanors and defenses where some take longer. Caseload management has still been some issue. Jared said this went into effect this year. Still looking to gather data to modify these standards as needed to have these be the most accurate they can be. Nothing says they have to spend specific hours on a case. Some resolve easily and others take some time. Can take a felony case that resolves and a misdemeanor that goes on forever. Chairman Hancock said this was a concern that some cases should be weighted differently. Jared agrees. The Public Defenders have an ethical requirement to make these arguments. Even the ones they may not agree on. If there is a basis for the argument. Judicial influence could deal with commissioners who wants to make sure the book gets thrown at someone. Or could ask them not to argue too much due to it costing too much money. This is a sensitive issue due to financial issues. Political influences comes where the Prosecutors come in. Delivery of defense is independent of the prosecutor. They are adversaries in the courtrooms.

[11:53:06 AM](#) Jared said if they have any other questions let him know. Will have public hearings in September or October need to meet the deadlines to get these submitted. Want to get the best rules possible and not put something in that they were unaware of.

PLANNING & ZONING – KEVIN HATHAWAY

- **UPDATE**

[11:54:17 AM](#) Kevin said they hope to have a path to resolution on the calfo updates. Area of impact meeting is next Wednesday. Had a question on the elevator inspection that was not finalized. Chairman Hancock said they did another inspection and were given a certificate. Kevin said working on Municode will meet with Weston on this. Spoke with the Sheriff who is okay with everything. Will be meeting Thursday at 8:15. Provides permit times for July. Had a fifteen and seventeen day permits. Explains on the other side why these took longer. Did receive another ten permits most of these are solar permits. Chairman Hancock is surprised these solar permits took eight days. Kevin said sometimes it is due to them not getting the information to them.

[12:00:39 PM](#) Kevin said they had a commission meeting Thursday. Discussed the comp plan will pull in and review the next six chapters. Need to actually make headway on this. Should have some movement on those six chapters. May consolidate some of the chapters. Need to discuss the Transportation Plan also which is outdated. Needs to be updated and can supplement this with the comp plan.

- **INCREASING CREDIT CARD LIMITS – (ACTION ITEM)**

[12:03:25 PM](#) Kevin said they increase the limit to \$2,500 on purchases. Thinks it makes sense to raise their credit card limits. Chairman Hancock asked Sheri from the Treasurer's Office to come up.

[12:03:54 PM](#) Deputy Treasurer Sheri Beck said it is more complicated. If they want to increase all credit cards need to remember the county does have an overall limit of \$60,000 so they would have to re-apply for a higher limit. If there are some departments that need this they can temporarily increase the limit. Chairman Hancock asked if he would need this that often. Kevin does not need this a lot just thought it would be helpful. Chairman Hancock said he can go to Kristine who will give them permission to go above \$1,000. Sheri said that they can increase it as needed. Rebecca said another concern is when they use credit cards can be difficult to get items tax exempt. Knows that sometimes they will pay sales tax but should not be a regular thing. Kevin said they would use this for travel and trainings. Chairman Hancock thinks it is fine to leave this. Commissioner Clark thinks were they are not going over all the time they can leave it for now. Chairman Hancock said they can have this raised periodically by going over and speaking with Kristine. Sheri said that they can increase this in real time. Kevin asked how long it takes. Sheri said only like five minutes.

[12:10:24 PM](#) Recess until 1:00

Open session 1:08

SHERIFF'S OFFICE – DEPUTY MIKE MILLER

- **REPEATER PURCHASE – (ACTION ITEM)**

[1:08:29 PM](#) Deputy Mike Miller said they did get the grant submitted would be looking for about \$250,000. Is here because they have trunk radios. One of the problems they are having is with the Rigby tower outside of the building. This site has become increasingly busy because any other responders in the area use this. Had 57 busy signals during July. Constantly getting a busy signal due to the repeaters being overloaded. Looking at adding one more repeater. This is \$44,325.84 which includes the antenna and other items that are needed. Does have a few costs they could eliminate. Have this in his 911 budgeted amount. Is here to seek their approval. Chairman Hancock said they could cut off roughly \$4,000.

Deputy Miller said they could because they have some of these items. This is needed it has been unreal how many times the site has been overloaded.

[1:13:40 PM](#) **Motion by Commissioner Young to approve DIGB6 P25 from Teton Communication for the Rigby tower not to exceed \$44,000. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

IT – GARN HERRICK

- **PURCHASE APPROVAL - MAIL ARCHIVING SYSTEM – (ACTION ITEM)**

[1:14:36 PM](#) Garn said they are asking for a mail archiving system so they can keep emails for the ICRMP retention policy of two years. Chairman Hancock asked what they use now. Garn said this is on outlook exchange. Having this will move these off and is no longer live data. Chairman Hancock asked where they are at. Garn said it is stored here on the network. Does have this is in his budget.

[1:16:30 PM](#) **Motion by Commissioner Clark to approve Garn to purchase an email archiving system for \$3,996. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

EMERGENCY MANAGEMENT – REBECCA SQUIRES

- **IOEM PREPAREDNESS CONFERENCE – (ACTION ITEM)**

[1:18:08 PM](#) Rebecca said that IOEM will pay for one emergency manger and one commissioner to attend a conference in Boise. The event includes speakers and other preparedness topics. Is here and is planning on going. Will be October 1 and October 2. Commissioner Young said he can go will not be able to go to the IAC in September so he can go to this. Rebecca said she will take care of the registration. Commissioner Clark can go it is just not reimbursed.

- **MITIGATION STRATEGY – (ACTION ITEM)**

[1:21:04 PM](#) Rebecca said they had a good meeting on July 9 that both Commissioner Young and Commissioner Clark attended. May not see specific things included that they worked on. Would like them to take a look at this because this is included in the plan. This is the heart and soul of the plan is coming up with mitigation actions. Have several different hazards. Chairman Hancock said right now have had issues with shooting. Have had two mass shootings within the last few days. Rebecca said she has some money going to have upgrades within the county and will work with the schools. Would like for them to review this and discuss it again on August 12.

COMMISSIONERS

- **SIGN CERTIFICATES OF RESIDENCY – (ACTION ITEM)**

[1:24:48 PM](#) **Motion by Chairman Hancock to approve certificate of residency for the College of Southern Idaho for Ashley Sharp. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

[1:25:12 PM](#) **Motion by Commissioner Clark to approve certificate of residency for North Idaho College for Eduardo Montalvan. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

[1:25:46 PM](#) **Motion by Commissioner Clark to approve certificates of residency for the College of Eastern Idaho for Katelyn Angell, Lissette Arteaga, Caylee Atkinson, Courtney Beck, Keith Boyle, Tori Brown, Clay Cottle, Tyler Criddle, Vivian Exler, Benjamin Garcia, Zachary Hammon, Heather Haroldsen, Tammie Harris, Dustin Henderson, Nichole Johnson, Isaiah Lora, Alexis Olsen, Jennifer Packer, Carson Stokes, Tara Stout, Melanie Sullivan, Cheyenne Walker, Andrea Wilson and Britney Wright. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

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

[1:30:50 PM](#) **Motion by Commissioner Clark to approve commissioner meeting minutes from June 24, 2019, July 1, 2019 and July 15, 2019 with noted change. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young - aye, Chairman Hancock – aye. Motion passed.**

CLERK – COLLEEN POOLE

- **BUDGET**

[1:34:55 PM](#) Colleen provides updated revenues. Chairman Hancock said that Ted never called him back whether they heard anything more on the money. Colleen calls Ted to see what they have heard. Ted said they did review this last Tuesday. Is not sure when they will hear anything. As far as he knows everything looked good. Colleen said they were working with \$3.5 million. Ted is hoping to hear soon. Talked with a few individuals up there and thought the presentation went well. Usually takes about a week or a little longer. Chairman Hancock asked that they let them know as quickly as possible. Ted said if this comes through the county may hear before they do. Colleen said they can leave this for now. Did a new summary sheet these are preliminary with the tax numbers. Chairman Hancock said this is based on the current levy rates. Colleen said this is given to them by the state tax commission. They take this and divide this by the value of the county. Chairman Hancock said they take assessed value and the combined levy rate.

[1:42:11 PM](#) **Prosecutor Paul Butikofer is in room**

[1:42:15 PM](#) Colleen said the two percent cost of living will cost them. Chairman Hancock said they may not get the grant. Colleen said she has different budgets has a published amount, an original and one with a COLA and took the numbers higher in the published budget. Cannot go over what they published. Have \$180,000 cushion. Chairman Hancock asked on the COLA did they increase the workman's comp. Colleen increased this already. Chairman Hancock knows the workers comp will be a cost. Benefits such as social security will be increased. Colleen said on COLA will have to refigure some of the benefits. Chairman Hancock said a two percent increase on salary increases other items. Colleen said PERSI did go up one percent anyway. Paul asked on the difference on the published budget would it be more or less if they look at the taxes. Colleen said this includes taxes but is not comfortable with this cushion. Chairman Hancock said there are about \$60,000 worth of changes. Paul asked if the total budget was published. Colleen said not yet. Revenues are \$16 million. Discussion. Revenues are usually conservative. Chairman Hancock said they need to have revenues for everything within the budget. Do not want to use the cash forward. Taxes are a source of budget. Look at the revenue projections and there is not a lot of revenue that comes in. Have to make this up. Commissioner Clark asked on the cash forward. Colleen said this is the money they have to operate on until they get the taxes in December and January. Colleen said that is why they do expenses.

[1:53:36 PM](#) Colleen said the taxes do not fund the entire budget. Chairman Hancock said they have many different sources. Colleen said they need to make some decisions and may need to cut in a few places. Provides an updated budget has one with no COLA or a two percent COLA. Chairman Hancock said the purpose of the COLA is to keep the employees even with the economy. Colleen said it changes the base so they do not fall behind as well.

[1:58:16 PM](#) Chairman Hancock wants to look at the projected revenues. Each one the Assessor is \$165,000, Treasurer \$102,000. The difference from what they bring in with revenue tells them how much they need to come up with to fund the department. Probation has \$697,000 in revenues. District Court is down. Road & Bridge has a special tax levy that will generate some of the money they use.

BUDGET WORKSHOPS

• TREASURER

[2:03:12 PM](#) Colleen said that Kristine is not here but did not have any changes. Chairman Hancock does not think there was anything to change in this budget. Colleen said any changes from last time were made. Chairman Hancock said they need to see if they can afford a two percent cola.

• CLERK/DISTRICT COURT/INDIGENT/VETERANS/ELECTIONS – COLLEEN POOLE

[2:04:07 PM](#) Colleen said the only comment did add \$15,000 on District Court for the Drug Court Coordinator got an assessment for that. Paul asked on capital defense fund. Colleen said this has its own fund. Chairman Hancock said this is \$1,010,000 with revenue of \$240,000. Colleen said they will levy and put revenue sharing here if we need to. Audrey provides levy information from 2018. Colleen said there are a lot of fines and fees they no longer collect. Colleen said that the cash forward determines the amount they can levy. Chairman Hancock said they will need about \$200,000 from other sources. Colleen goes over the Clerk is part of the general. Chairman Hancock said revenue is \$165,000 with a budget of \$257,000 is \$92,000. Colleen said indigent may really change next year. Revenues are repayments. Chairman Hancock said they have budget of \$418,000 minus \$150,000 so short \$324,000. Veteran service officer comes out of the general. Colleen said Elections and Consolidated have \$369,000 and \$155,000 get \$87,000 from the state.

• PROBATION – TAMMY ADKINS

[2:17:44 PM](#) Chairman Hancock said Probation has revenue of \$697,000 with a budget of \$1,628,022. Tammy said that total is district court as well. Chairman Hancock said it is a budget of \$617,000 so have a positive of \$80,000. Tammy said that they changed the \$15,000 into the court budget for the Drug Court Coordinator. Chairman Hancock said they still need to adjust benefits. Does not see any changes. Colleen asked where they could cut if they had to. Tammy said capital accounts. Commissioner Clark asked on Tri-County. Tammy said that was for the drug court administrator which they moved to the court.

• EMERGENCY MANAGEMENT – REBECCA SQUIRES

[2:24:41 PM](#) Chairman Hancock said they have \$141,000 budget with revenue of \$73,000 for a difference of \$68,000. Colleen asked if they need to add an overtime line. Rebecca said it is only if they have a declared emergency. Chairman Hancock asked where she would cut if she had to. Rebecca said maintenance and operations if they have an emergency put this line in so they can be reimbursed. If they pay this out of any other line it is not reimbursable. Chairman Hancock said if they had to cut. Rebecca said they may be able to take some off the grant. Chairman Hancock said this is a revenue to match. Rebecca said Homeland Security is \$49,000 this is so they have a cushion.

• PLANNING & ZONING – KEVIN HATHAWAY

[2:29:29 PM](#) Chairman Hancock said budget is \$534,375 showing revenue \$515,000 still short \$20,000. Kevin said he could cut out of capital vehicles if he had to. Chairman Hancock asked if they have the legal in there could do this for \$36,000. Kevin left this in case they have any issues. Chairman Hancock said the have professional service for \$25,000 and consultants for \$22,000. Kevin said they have to have an outside review on some of their plans. Chairman Hancock asked if this is professional services or consultants. Kevin said they have a lot of new updates. Suspect they will need some outside input. Chairman Hancock thinks they may want to combine the two. Kevin would have to think if they had a reason to keep them separate. Was conservative have a busy year ahead of them. Paul asked on the legal. Wants to make it clear this is still under him. This does not take responsibility from his office. Does not remove the responsibility. Still have to go to court. This is a consulting fee. When they take advice from a contract attorney it does not give them immunity if they get bad legal advice. If they take legal advice from a contractor then they do not have immunity. Mr. Ziel does carry malpractice insurance. Do not have immunity so they would have to sue Mr. Ziel. Only Paul can deputize of if the District Court requests it. Does not have issues with Mr. Ziel but to pay him to advise Planning & Zoning it does not take any responsibility from their office. Chairman Hancock does not see any other major changes right now.

- **ASSESSOR/REVALUATIONS/GIS MAPPING – JESSICA ROACH**

[2:42:46 PM](#) Chairman Hancock said for Assessor have \$165,800 revenue with \$325,496 budget with a remaining of \$160,000. Chairman Hancock said revaluation did have a levy of \$211,000 last year with a budget of \$303,000 for \$93,000 difference. Asked any changes. Jessica said it could be capital office if they had to cut have added this year for changing the office. Chairman Hancock goes to GIS mapping no revenues is \$121,000. Commissioner Clark said they spend a lot on software.

- **IT – GARN HERRICK**

[2:47:41 PM](#) Chairman Hancock said that they have no revenue. Have an increase to last year's budget of \$24,000. Garn said everything has to be updated to Windows 10 by the first of January. Colleen said on the Computer Arts contract went up but this was budgeted down. Garn said the amount is correct.

- **PARKS & RECREATION – MICKEY EAMES**

[2:51:35 PM](#) Chairman Clark said they have \$440,000 in revenue. Chairman Hancock said they have grant match and development grants. Mickey said grant match is what they pay. Chairman Hancock asked on the other is what she thinks they will get. Mickey said the other is what is being applied for. It is for some asphalt will provide more areas to park. Colleen said they ask they do not put grants in here. Chairman Hancock said they have some in here. Colleen said those are for sure grants. Chairman Hancock said this has to be completely funded. Have budget of \$629,370 add in \$150,000 so will be about \$40,000 short. Will need to make adjustments. Take \$10,000 on grant match. May cut development grant down to make a positive amount. Taking \$60,000 out. Thinks they may want to look at putting in more shelters.

- **PUBLIC DEFENDER – JOHN STOSICH**

[3:00:54 PM](#) Colleen does not think John is coming. Chairman Hancock said they have to come up with \$180,000. Paul asked on requested salary. Chairman Hancock said this is a step & grade and COLA. Rebecca said they may need to adjust this to put him as a step. Chairman Hancock said it is \$78,000 have a two percent COLA. Rebecca said grade twelve is where Deputy Prosecutor is. Chairman Hancock said this would be a grade twelve step twelve. This is real close. Does not have anything else on this.

- **SHERIFF'S OFFICE – SHERIFF STEVE ANDERSON**

[3:05:27 PM](#) Chairman Hancock said will look at the revenue will lump it all together. Revenue of \$2,571,000 is conservative with levy of \$2,758,000. Have total budget of \$5,709,000. Have about \$400,000 short. Asked if revenue projections are low. Sheriff Anderson said they are conservative. Chairman Hancock asked where they had to cut where they would. Sheriff Anderson said they could start with the new position asked for. Bumped vehicles up to \$335,000. Sheriff Anderson said they have been responsible with the fuel line. Would rather not look at the step & grade or the COLA. Asked how they functioned in the jail without the revenue. Chairman Hancock said they took this from PILT. Commissioner Clark asked if they could do a K-9 officer without replacing another officer. Sheriff Anderson said no they would cut the new officer and K-9 out this year if they had to.

[3:13:31 PM](#) Paul is supportive of an additional officer and K-9 officer. Sheriff Anderson said some of the lines have already been cut. Stayed consistent across the board. Chairman Hancock only sees maybe the capital building upgrades. Sheriff Anderson said they have an issue right now. System in the jail the touchscreen was outdated when they put this in. This is the brains of the jail. Cannot work on this. Talking with Garn have a bid for \$190,000. Chairman Hancock asked if they can do phases. Sheriff Anderson said they can only do two phases. Starting to deteriorate. Go over pricing options for this system.

[3:22:12 PM](#) Chairman Hancock asked if they left vehicles the same where they are both capital accounts. Sheriff Anderson said where they are at and the revenue they are bringing they need to cut the new stuff. Chairman Hancock said they have left the deputy in there. Sheriff Anderson said that would be a new item that he would prefer to cut first. Chairman Hancock knows they added to the vehicles. Asked on the system for the jail. Garn said there is no one on the software side to fix this or band aid this so hoping when they push on the screen they have the doors open. The vendor is no longer in business so they have no support. Chairman Hancock said they have some ideas on the costs. .

[3:29:09 PM](#) Chairman Hancock goes to waterways. Sheriff Anderson said this is down. Emergency Communications has stayed the same. Chairman Hancock said they have the funding for these.

- **PUBLIC WORKS – DAVE WALRATH**

[3:31:26 PM](#) Chairman Hancock has Road & Bridge look at revenues of \$3,118,000 and special has a levy of \$766,000. Dave said may have a mistake. Colleen said this is a total line. Dave said to cut would be capital equipment did put the \$150,000 for the durapatcher in that line. Could cut rent/lease heavy equipment or repairs/maintenance heavy equipment. Would rather leave fuel line alone. Chairman Hancock said they are pretty close before they even take the cuts. If they have to take a little bit wants to be aware of this.

[3:39:14 PM](#) Dave said on special Road & Bridge will be doing a crushing contract. Other Road & Bridge construction material is the mag-chloride line. Could take some of the additional money from their impact fees. Paid for the broom and roller with these fees. Chairman Hancock said they are replacing Bruce in house. Dave said they had \$47,986 and requesting \$45,000 assuming a senior operator gets the job. Chairman Hancock asked on capital building upgrades. Dave said they want to remodel the men's room it is tiny have had water leaks. Want some low maintenance tiles and light fixtures. Will have to work on some of the bridges.

[3:44:44 PM](#) Dave asked on solid waste. Chairman Hancock shows \$2,370,000 in revenue. Budget is \$1,456,000 this is a positive. Dave said that will change if they get another landfill. Could change if they no longer get the fuel tax. Chairman Hancock remembers talking with the legislators could add another five cents would be so beneficial. Dave said they barely keep their head above water. Would take it out of repairs and maintenance of heavy equipment. Have a scraper that is getting old. Just had to pay for compactor to get repaired.

[3:50:02 PM](#) Dave brings up having someone that does maintenance on the grounds as a seasonal position. Add another seasonal line. Discuss what could be taken down. Need to have their mechanic to have a vehicle for when he goes out. Could sell one of the Road & Bridge vehicles.

[3:54:00 PM](#) Recess

Open session 4:10

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

[4:10:09 PM](#) Chairman Hancock said they only have \$30,000 in revenue. They have revenue from other departments. Mitch said they no longer bill other departments. The lake money is for a phosphate treatment out on the lake. Chairman Hancock said \$480,267 is projected budget. Only up \$5,000 from last year. Mitch said it is \$10,000. Chairman Hancock said they have \$50,000 short fall. Still short around \$40,000 with what is levied. Colleen said they have cash forward. In the past they never used to levy. Usually transfers the \$30,000 over to help. Mitch said they generate more than \$30,000. Generated about \$80,000 last year. Chairman Hancock thinks they may need to add more than \$30,000. Will bump this to \$50,000 then it would make a \$30,000 difference. Mitch said this is from spraying and they have an agreement with ITD. They do not generate revenue but they offset the expenses. Could go \$60,000 comfortably. Commissioner Young thinks that gets them pretty close. Chairman Hancock asked areas they could cut in other areas if they had to. Commissioner Young asked what they are looking at for vehicles. Mitch said one vehicle and an ATV that is equipped. Could cut money in the fuel the discount using the Road & Bridge facility is amazing. Commissioner Clark said a tanker load is always a better price. Mitch said they do not leave much to take out of chemicals. Have multiple generations. Should go back out and retreat the kosh. Main job is to cover the noxious weeds and keep these out of the area.

• **PROSECUTING ATTORNEY – PAUL BUTIKOFER**

[4:25:55 PM](#) Paul asked if they have any questions. Chairman Hancock said they had quite a bit of concern from the public adding another deputy. Paul said the last meeting Mr. Smith was against anything being added to the Prosecutor's budget due to the Challenger issue. Disagreed with that decision so he did not want anything added to the Prosecutor budget. Presented why they were understaffed. Had a handout that was given some of the supporting factors for Jefferson County. Have an attorney for every 11,400 people. Looking at surrounding area they are the most understaffed. Bonneville is an attorney for every 10,500 people but they are different because 80 percent is not incorporated. Look at Fremont they have attorney for every 5,200 people. Twice as staffed as we are. Madison is an attorney for every 8,666 people. Teton is 4,440 people they have twice as many attorneys in Teton. Another factor and statistics Jefferson County is a higher percentage of serious crimes filed in relation to their population. Gave the Idaho State Legislature report from the AG office on page 12 they have a table that summarizes what kinds of cases are being filed. Goes over numbers. Filing more than other surrounding counties. Sex crimes are the most important in their office. Ask they support another deputy position which will put them barely catching up to surrounding counties. Would be an entry level prosecutor would bring them to approximately one attorney for every 8,000 people. Most of these cases deal with a young child with their word against the offender. Can be asked to recant by family so they are difficult cases to try. This is why wanted to provide the statistics on these types of cases.

[4:37:06 PM](#) Chairman Hancock asked the possibility of getting a part-time person rather than funding a full-time. Paul said they would still be under par. Getting a difference between full and part-time is not a lot of difference. Makes more sense to go to a full-time where they have an office and a desk. With a part-time they do not see the case from start to finish. When they are full-time they have ownership of the case. Will have more drug arrests through ISP. To give the serious time needed to these serious sex offenses they need another attorney.

[4:39:46 PM](#) Cheryl Hively asked has been going over the budget for the last years. Concerned when they are looking at these other counties. Have things particular to their county. Not sure they can justify another full-time attorney. What is the actual caseloads each attorney handles in the office? It would give them a better idea on what the office is handling. Paul did give the cases on sex offenses. Do they have statistics where they should be at? Cheryl does not think they need to compare to other counties. Paul asked where the caseload should be. Cheryl said this is her own curiosity. Want to make sure the tax dollars are being used properly. Commissioner Young said looking at caseload from previous years. Chairman Hancock said that Mike requested these. Paul said the sex crimes provide the most information. Cheryl asked if they do not track cases and hours in the office. Commissioner Young asked if they have other cases where they are not able to spend the time on. Paul said he bases this on the child sex cases. Then he may have to put less time and effort into other cases. Cheryl is asking for the number of cases in a given year. Paul said the Supreme Court tracks this. They do provide software that could track this but has not thought it was appropriate yet at this time.

[4:46:36 PM](#) Chairman Hancock said the Prosecutors are handling a higher caseload then the Public Defender. Paul said that the Public Defender only handles those that are indigent. Most will hire private counsel if it is a serious sex case. They trimmed some off about \$2,200. Would point out the commissioners decide to appropriate the money from last year and this year difference would be \$68,000 to have another full-time criminal prosecutor. Have been trading conflict cases may be able to take this money back since they like to trade instead of bill this out. If they do not get another deputy they will not be able to continue to trade cases as often. Commissioner Clark asked on the capital equipment. Paul said they may be able to cut the office equipment down. Just bought more furniture. Chairman Hancock said they have no revenue associated with this department. Need to make sure they have revenues for this. Paul said his number one priority is keeping the citizens safe they have to make sure they protect their kids.

• **COMMISSIONERS – GENERAL – AIRPORT – CAPITAL CRIMES DEFENSE FUND – HEALTH DISTRICT – JUNIOR COLLEGE TUITION – TORT – VETERANS MEMORIAL MAINTENANCE – DEBT SERVICE FUND – PAYMENT IN LIEU OF TAXES – CAPITAL IMPROVEMENT FUND**

[4:55:29 PM](#) Chairman Hancock said they do not have any changes as far as coroner.

[4:56:53 PM](#) Prosecutor Paul Butikofer left room

[4:57:08 PM](#) Chairman Hancock said they can take down the snow removal in building and grounds. Thinks carpet cleaning is part of the contract. Miscellaneous expense leave. Contract labor will leave. Had an option because they did not know the cost to maintain the annex so they may want to get with Corey and Bryan to see if they need to rebid it.

[5:00:35 PM](#) Chairman Hancock goes over Extension Office have been through this already. Not sure they have any revenue. Would only see to cut in the capital vehicles if they had to cut. They are saving but do not need one yet. Colleen said they levy the fair and have a little bit of revenue. They end up just about even. Chairman Hancock said this is really close. Can take \$2,000 off for spraying weed control. May want to check into this. Colleen said they have spent this.

[5:06:05 PM](#) Chairman Hancock moves to commissioners have a COLA increase nothing for anything else. Cheryl has a question on salary related. Cheryl comes up in looking at the budget sees the increase. Have also hired an administrative assistant so it knocks this out of the ballpark. Does not have the job description for this position but has requested it. Chairman Hancock said the administrative assistant is still supporting the Clerk's office while supporting them. Will help working on ordinances and policies. Will help with ordinances and research. Still supporting the Clerk so they will be paying a portion of the salary. Rebecca said the commissioners they come in and make decisions. Where they are part-time they are not here to take the initiatives to do these things. This allows the commissioners to act on the items that come up. Still reach out to the public. One cannot make a decision they have to act as a board. The backside falls on the administrative assistant. Cheryl said prior to Mr. Clark and Mr. Young did they have an assistant. Rebecca said she did have some of these responsibility. Some statutes go over what the Clerk does. Cheryl knows that Mr. Young was emphatic about the commission salary that this is a service to the community. Did they have any idea of what the job entails? Thinks the previous commissioners did quite a bit. Chairman Hancock said they are helping pay the salary and the position supports them and the Clerk. A lot of these responsibilities were already placed on Audrey. Colleen said a lot of this has been given to Audrey to help take the overload off of Rebecca. Cheryl asked if they hired a secretary specifically. Chairman Hancock said Bonneville has secretary for each commissioner and Bingham has an Administrative Assistant. Cheryl has a bad taste in her mouth from previous assistant. Chairman Hancock said this is a dual role and they are able to have Audrey do some of the items that Rebecca did. Cheryl said they are moving money around. Commissioner Young said they are getting more done this way. Cheryl said that will remain to be seen. Will get on the agenda for the next meeting. See the budgets going up. Does not want to see any of the issues they had in the past.

[5:16:02 PM](#) Chairman Hancock said two differences the budget was \$168,500 last year and went to \$176,000 but also picked up Human Resources and an assistant. Rebecca said this is not too far off. Chairman Hancock said the point is they are helping pay for this position will still allowing her to work for the clerk.

[5:18:20 PM](#) Chairman Hancock asked on the general. Colleen said they have the animal shelter line do they want to take this down. Could take it to \$3,000. Colleen said VEBA/HRA funding. Put in \$200,000 could split this out can do \$180,000 and \$20,000. The two percent they added to the medical should they take this out. Chairman Hancock thinks they need to leave this. Colleen said the next are cut and dry. The airport is the same request each year. Chairman Hancock asked on the contingency account. It is \$175,000 and never know when they have to come up with funds. This is to help cover any issues that could possibly come up. Colleen said Capital Crimes Defense Fund is assessed. Chairman Hancock said the Health District. Colleen said this is an allocation. Junior college they have to cover all of this. Tort is an allocation. Veteran Memorial do levy this.

[5:28:57 PM](#) Kevin comes back up things brought up on Mr. Ziel. Would rather they ask Mr. Ziel directly. May need some clarification on whether or not they keep Mr. Ziel. If the Prosecutor needs another deputy that is not his concern. They know where their needs are. When looking at the impact fee ordinance and growth some of these are included in these. The impact fee it gives them some latitude there. Rebecca said they have to have this in the plan in order to spend impact fee money. Commissioner Clark comments regardless of what they do with the Prosecutor will be working with Mr. Ziel may have one individual on both sides. Kevin said he has a lot of experience. Commissioner Clark thinks down the road it may happen. Kevin thinks they could use this more now.

[5:35:19 PM](#) Colleen will proceed with cuts that are possible. Will need solid numbers by Monday. Biggest concern is getting this to the paper. Have to publish budgets, revenues and levies. Chairman Hancock thinks they are around five million without revenue or levy. Can take out the health insurance. Chairman Hancock is not sure why the program doesn't populate these fields. Colleen said not every line has medical but to go back and figure it would be a job. Chairman Hancock said they would just do this moving forward. Colleen said if they put the lines in then they are done. Will make the few changes. Chairman Hancock said they have possible cuts. Need to discuss have never agreed to give Paul another person. Colleen said that would be a big cushion. Chairman Hancock understands where he is coming from. Commissioner Clark said the numbers they want have not been provided. Commissioner Young said these are the numbers he wants to see. Chairman Hancock said they used to have three part-time attorneys. Commissioner Clark said they have gone through the process may have to write a letter for prosecution. Chairman Hancock thinks they freed Weston up. Commissioner Clark said another question he is not sure how much time Weston spends with the commissioners. Now is not doing Planning & Zoning and never stays a whole meeting. Colleen is not sure on the trading of cases even if they had to use this it is less than the \$65,000. Commissioner Clark asked on the K-9 unit. Commissioner Clark said the overtime lines in the Sheriff's Office is \$140,000. Chairman Hancock said he keeps talking about maintenance on the vehicles. This is all the lease company would cover. Commissioner Young does not like lease. Chairman Hancock said they can have an extended warranty. Only lease if they do not have the funding.

[5:45:53 PM](#) Commissioner Clark had a question if the vehicle Allen Fullmer is driving these should be marked. They should be able to identify these are police vehicles. Chairman Hancock said they may need to meet again. Discussions. Decide to meet on the budget on August 8 at 1:00.

[5:54:19 PM](#) **Motion by Commissioner Clark to adjourn at 5:54. Second by Chairman Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date