

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
SEPTEMBER 30, 2019**

Meeting called to order at 9:00. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Paul Butikofer, Sheriff Steve Anderson, Public Works Dave Walrath, Planning & Zoning Kevin Hathaway, IT Garn Herrick, Public Defender John Stosich, Maintenance Travis Thompson, Emergency Management Rebecca Squires, Treasurer Kristine Lund, Probation Tammy Adkins, Extension Office Lorie Dye, Park & Recreation Mickey Eames, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Kristine Lund. Prayer offered by Commissioner Young.

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

- [9:02:06 AM](#) Chairman Hancock said most of the elected officials were in Boise last week. Will pass it to Commissioner Young to go around the room.
- [9:02:46 AM](#) Commissioner Young said he does not have a lot. Went to a health board meeting. Attended a National Board of Health meeting have a lot of information on their website. Comparing them with other counties.
- [9:03:24 AM](#) Planning & Zoning Kevin Hathaway said they are still busy. Had another twenty-seven permits in the last week. Transactions are up. Trying to get their staff to training. It is helpful to keep them up to speed.
- [9:04:37 AM](#) IT Garn Herrick. Had a good meeting in Boise. Had some good ideas where they face the same problems. Ours are minor compared to some of them. Excited for the new fiscal year have some things they want to implement. Things are going good.
- [9:05:14 AM](#) Sheriff Steve Anderson has nothing it has been busy. Numbers are way up in the jail. Chairman Hancock asked if the soft water has been fixed yet. Travis said it is not yet.
- [9:06:11 AM](#) Prosecutor Paul Butikofer said that he does not have much. Will be a hearing on the individual that shot at the canal worker this afternoon.
- [9:06:33 AM](#) HR/Emergency Management Rebecca Squires said great jobs on the green sheets. Thanks for their patience for the 1/10th of a penny. Always watch your decimals. Should be ready to role for the new fiscal year. On Emergency Management the grants become eligible tomorrow. Like to get all the purchases done as soon as possible. Have money for security enhancements in the courts to keep our folks safe. Dragging Commissioner Young to the Emergency Management Preparedness Expo. This will be a lot of learning going on.
- [9:08:11 AM](#) Extension Office Lorie Dye said it is truly good to be back. Thanks for the help everyone provided their office. Having cooking shows in here asked if Garn will be doing any tech training. Garn said he will get with her. Lorie said that it is training time have a lot of the schools coming up. 4-H award nights are in October. Will begin their research and writing.
- [9:09:35 AM](#) Public Works Dave Walrath down to about sixty percent crew due to spud harvest. Will be hauling gravel. Got the back parking lot done do have a few bird baths. Paved the entrance into Road & Bridge on Thursday. Have not gotten the fence back up. D.L. Beck promised they will haul off the spoils where they dug the existing pavement out. Solid Waste made it through their inspection thanks to Brandy's expert paperwork. Hazardous Household Waste Collection it was the busiest to date with seventy-five vehicles. Got mercury, gun powder, oil and of course paint. Did road mill on two miles out in Montevue and topped this off with some fog. Turned out nice. Still planning on some overlays. Mickey asked about the fueling codes. Dave said Kerry has this information but is out on harvest. They have three ways to get in the gate have a card, pin and clicker.
- [9:14:05 AM](#) Probation Tammy Adkins have had a minor things with the building with a toilet replacement. The toilet does not fill with water so it stays dry and makes it smell. Have replaced the toilet twice. Got a new computer program implement Odyssey last year and already have upgrades to this so the court clerks will be in turmoil again. Kind of slow right now so has been nice to get things cleaned up.
- [9:16:45 AM](#) Maintenance Travis Thompson have the boiler system working as of Friday still need to add glycol. Got an expansion tank they were supposed to ship. Working on the water softener. Working on the HVAC still have some wires still to pull. Trying to stay on top of everything that is going wrong. Hot water recirculation pump one has gone down and is leaking. Have Rocky Mountain Boiler coming to look at the leak. Going a different route to get this repaired. Should be done this week.
- [9:18:37 AM](#) Public Defender John Stosich not much new. With the start of the new fiscal year will have a new public defender grant. Got an increase because of the way they were helped by Colleen, Commission and Prosecutors Office. Everything is going fine. Chairman Hancock said Kathleen made a comment on pulling back on their standardized numbers so they are redoing the numbers. John said this is caseload numbers and this study is still ongoing. Being very cautious right now. Do not know what will happen with the lawsuit that is pending. Have a new conflict defender and put in the letter that they will use the conflict attorneys on regular caseload issues. Will be able to do this under their current budget with any caseload adjustment.

[9:21:00 AM](#) Park & Recreation Mickey Eames winding down. Had the Buddy's Not Bullies car show out there. Not as many people that came out. Is a process to get the information out and to get people out there. Did a burnout out there. Put a couple of old boats on the lake which was cool to watch this. Had an Eagle Scout out the same day who planted ten trees. Need to stop complaining on the wall they will get murals on this. Excited for next year. Will try and get a grant for some asphalt out there. Have trees coming up. Cleaning up the sprinklers and drip lines. Trying to get everything done with the lawn mowed and will get the lines blown out his week. Did have camper passes made they cost more than she thought. It's for many years' use. Chairman Hancock said they were looking at special events out at the lake. Mickey said the Main Street people want it on Main Street and Tadd Jenkins likes to have one. Does not have time to work on this or fight this. No one has been interested. By this time of year she is done. May need a committee to put this together. Chairman Hancock said they may look at getting a community committee for these types of events. Mickey said that is something they can talk about.

[9:26:07 AM](#) Treasurer Kristine Lund hears a lot of good about the lake. Trying to catch up from last week. A lot going on. May not have a lot of traffic at the counter they are doing warrants of distraints on mobile homes. Denise is a great help on this. Will start now working on 2016 taxes. Looks like they may be less than last year. As the nine year cycle rolls around thinks next year will be different. Working towards they certified the levies two weeks ago the state is being slow and are saying October 24. Will work on these and see where things are. Can see what the state thinks the levy will be for the current year but it is shut off in September. Values going up does not mean that taxes will go up. Will be glad to get these number in. Have a great community.

[9:28:23 AM](#) Clerk Colleen Poole reminds them on the inventories are due tomorrow to Marilyn. If they keep these updated through the year then they can get a copy in October. Need this for insurance purposes. Mentioned today is end of the fiscal year can pay bills through October 15 but have to be dated September. Do have the green sheets for them. The salaries will take effect tomorrow. One week will be old salary and one on the new salary. Went through and had them match the step & grade. Asked that they check these and make sure the hourly rates are right. Do not just look at them please check them. Do not need to get these back but confirm to her or Marilyn that they look good.

[9:30:28 AM](#) Commissioner Clark said three months ago the census from the area met with the commissioners to ramp up for next year. Had a count committee in the meeting and had three people show up. Felt they were just a little early. When they were at the IAC meeting they talked about this again. If they could get some signage around the courthouse and any other areas they may know where they could put this to get the information out. Will begin around April 1. Can do this different ways this year but it is coming. Need to make sure everyone is aware of this. If they have any ways to reach out with the census. The meeting in Boise there were a few items they talked about the Odyssey seems like they have had a lot of changes. Spoke about putting medical marijuana on the ballot. Trying to defeat this initiative before it gets on the ballot. There will be so much money promoting this otherwise. Thinks they have to have around six percent of the population in eighteen districts to get this on a ballot. Lorie asked if they have flyers for the census they have the farm schools. Commissioner Clark said they will have some flyers and will get some of this and hand it out.

[9:34:35 AM](#) Chairman Hancock said the census according the State of Idaho receives about \$1,400 for each individual. Point out this is an important thing. Want to get their fair share of the distribution of funds. It is important to keep this county running. Do a lot more with fewer bodies than a lot of counties.

[9:38:56 AM](#) **Deputy Prosecutor Weston Davis is in room**

PROSECUTOR – PAUL BUTIKOFER

- **DEPUTY PROSECUTOR POSITION – (ACTION ITEM)**
- **PLANNING & ZONING CONTRACT FOR PROFESSIONAL SERVICES – (ACTION ITEM)**

[9:42:16 AM](#) Paul is here to ask that they fund the deputy prosecutor position. Also here it is necessary to keep Paul Ziel on for three months. Has a contract. Chairman Hancock asked if Weston put this together. Weston said that he did prepare this proposed professional service agreement together anticipating keeping Paul Ziel on until December 31 with a ceiling amount of \$9,000. Believe it is the same contract as before. Paul said this would be funded from the line the commissioners moved over. Chairman Hancock asked if this would be renewable based upon need if there is additional need past the three months. Weston said they can always renew any contract would have to come back to the board and have a contract signed. There is not an automatic renewal. This would expire as of December 31. Of course additional need could be presented. As with any contract if there is a termination provision any contract can be renewed.

[9:43:53 AM](#) Paul said he is asking they make a finding to keep Paul Ziel on. Has not hired anyone yet and does not want to lose the work that Paul Ziel has already done. This would be in compliance with the Attorney General decision. Would be funded from his line. Once he gets a new hire Paul Ziel and Mike Winchester will be working on Planning & Zoning for a transition period to finish up some projects. Chairman Hancock said they will both be working with the department. Kevin said that his proposal would be to keep this up to one year then if the need still exists they can move forward. Does not want to redo this every three months. Weston respects this for where their need and support is. By continuing to find a necessity is where they run into an issue with the Idaho Attorney

General decision. This is then a job. The discretion to who hires and for how long has been clearly identified. This is a conservative reading of the statutes but does not want to advise the county any more than conservatively. Advise Planning & Zoning and who is hired the finding would be by Mr. Butikofer. Would make sure there is an actual necessity then they are in compliance. This is something they know how large the law is. Would like to catch everything was still a finding of necessity when Paul Ziel was hired. In a tough spot on this. Recognizes where Mr. Hathaway needs support. Commissioner Clark said he agrees with Weston but when they determine necessity today it is hard to jump mid ship in three months with the items Planning & Zoning is working on. All of them are aware that the things they are working on will take more than a few months to accomplish. If they get a new employee but if they find the necessity is not sure three months is quite enough time would at least like to see six months. Then they can determine the necessity is there to continue with Mr. Ziel.

[9:49:59 AM](#) Chairman Hancock said he realizes and understand what they are trying to do. Trying to get the necessary support. They are planning on bringing on another deputy prosecuting attorney that will allow more time to be dedicated to Planning & Zoning. There is a transition period. There will be a learning curve for the new hire and Mr. Winchester. Then they will have everyone up to date and are sensitive to Mr. Hathaway's concerns. Commissioner Young said they still have the option can assess this in three months. Mr. Davis said they could renew this for another three months. Kevin asked if they could do six months then they have a longer commitment for Mr. Ziel. Commissioner Young personally thinks they can leave this as three months. Paul said that Weston will still be available. If at the end of the three months it is necessary based on case-by-case basis will come back to make that finding. At this time is not comfortable. Would rather get in and see what needs to be done. Chairman Hancock said they do not want to leave Planning & Zoning without legal services but sounds like they will have services from Mr. Winchester and Mr. Davis.

[9:52:54 AM](#) Weston wants to make another issue clear. This is not about putting people in their place. Need to understand the lines between elected offices. Respectfully what Mr. Hathaway is proposing is for them to make an imposition on Mr. Butikofer. Wants to make sure Mr. Hathaway is covered. Worked with Mr. Hathaway at least a year before Paul was involved and Naysha before that. Of course he will still be a resource to Kevin and Mike. At the same time what needs to be clarified temptation to exercise authority from one elected officials office to another elected officials office. This concerns him. Want to be clear on this relationship. This is unique because they are helping with a department under their area. Wants to make agreements where possible but this is Paul's decision who is asking for authority. Typically he supports all departments but this is such a need with growth to the community and a change in staff. There is a lot of additional support that needs to be given and the idea is to have everyone up to speed. Chairman Hancock said they see this in the State Government. Has specific attorneys assigned under the Attorney General Office. They want the same dedication for the service for Planning & Zoning. Needs to make sure they are well served. Will have three months to make this determination. Appreciates Mr. Butikofer's willingness to do this. First they will need to look at approving the position and then approve the finding and contract for three months. Have funded the position but have to approve it based on their policies.

[9:57:15 AM](#) **Motion by Commissioner Young to approve new hire of a deputy prosecuting attorney for the Prosecutors Office. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[9:58:00 AM](#) Chairman Hancock said they need to approve the contract that the necessity exists to help with the transition for the next three months. Commissioner Clark does not totally agree with the timeframe of the necessity. They need to accomplish the things they are working on. Not sure on this if it is just a transition period. Trying to get things accomplished. Paul said if he finds a necessity he will bring this back to the board. Chairman Hancock said he would like them to interact with Mr. Hathaway to make sure they keep him informed.

[10:00:51 AM](#) **Motion by Commissioner Clark to make a finding for necessity for Paul Ziel to work with Planning & Zoning working on updating policies, the comp plan, transportation plan, capital improvement plan and Municode. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:02:01 AM](#) **Motion by Commissioner Young to approve the Professional Services with Murray, Ziel and Johnston LLC for three months with a ceiling amount of \$9,000 for Planning & Zoning necessity. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

SOCIAL SERVICES – AMY JOHNSON

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

[10:07:30 AM](#) **Motion by Commissioner Clark to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:29:49 AM](#) Deputy Prosecutor Weston Davis left room

[10:29:49 AM](#) Prosecutor Paul Butikofer left room

Open session 10:35

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

[10:35:25 AM](#) Motion by Commissioner Young to approve case #2019-19. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:36:21 AM](#) Motion by Commissioner Clark to deny case #2019-25 for lack of residency. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:37:01 AM](#) Motion by Commissioner Young to approve case #2019-26. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:37:27 AM](#) Motion by Commissioner Clark to approve case #2019-11. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

TIM SOLOMON – ROCKY MOUNTAIN POWER

● **PARKS & RECREATION GRANT AWARD – (ACTION ITEM)**

[10:39:23 AM](#) Tim is here to present a check for \$10,000 from a grant from Mickey for their stage at Jefferson Lake. Pictures are taken. Mickey has the actual check and will turn it over to the Clerk's Office.

PLANNING & ZONING – KEVIN HATHAWAY

● **UPDATE**

[10:42:51 AM](#) Kevin provides information almost to the month's end. One of these took longer due to waiting on snow load information on the trailer. Chairman Hancock said some of these are at twelve to fourteen days. Kevin said that Jeff had taken some time off. Chairman Hancock asked who backs him up. Kevin said they are working towards having a backup with Eric and Jenny. Will have Tyson become a certified building inspector as a backup as well. Chairman Hancock said they have fifteen new homes. Lincoln County had twenty-seven new homes in the entire year. Kevin thought it would be more active over there.

[10:47:22 AM](#) Chairman Hancock asked on the comp plan had five chapters out. Kevin said they will look at it on Thursday. Threw a couple extra hearings on them. May have to have a special one to do review this. Mentioned they had Idaho training for Jeff and Greg. Have certification and update training. Next week is in Idaho Falls so they take advantage when these are close. Also have training for Vern next week in Pocatello.

● **EMPLOYEE TRAINING – (ACTION ITEM)**

[10:48:50 AM](#) Kevin said this is for Eric to go to training. It is an Arc GIS training since he is taking the lead with the mapping. This is with FEMA to plan and map for emergencies and hazardous situations. Need to mitigate these the best they can. Will be helpful for them. Showing a lot of confidence in working in this area. Good fit for the county. Need to have redundancy. Need to submit the application. Rebecca said this is the training in Maryland. Rebecca said from Emergency Management standpoint this builds their capabilities. This is a critical piece and is completely supportive. Would forward this to the state. Is good to have the Board's support. Will want him to be familiar with the acronyms so may have him take some of the beginner courses.

● **COPIER PURCHASE – (ACTION ITEM)**

[10:52:57 AM](#) Kevin is anticipating purchasing a copier they have had their current one eight or nine years. Still working but do not want to be down where they do so much copying. When they print large prints they tie up the copier for a long time. Propose to move the older copier to the back and use as a backup then would purchase a new one for up front. Chairman Hancock said based on these prices Valley is the lowest maintenance costs and purchase costs. Garn would recommend this. Kevin said he budgeted for this for coming year. Garn said that the Prosecutor uses a Sharp. The Toshiba One has usually always come in lowest. The Sharps are easier to program and set up. More user friendly. Service has been good from both companies.

[10:56:06 AM](#) Motion by Commissioner Young to approve Planning & Zoning to purchase the Sharp MX-507B for \$6,200. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:57:02 AM](#) Kevin said in the staff meeting discussed the budgets and wages and salaries. Thinks the staff is grateful and they appreciate their consideration.

NOXIOUS WEEDS & INVASIVE SPECIES – CINDY SELLERS

● **REBID – TRAILER PURCHASE – (ACTION ITEM)**

[11:00:16 AM](#) Cindy is back here on the trailer bid. With the modifications the Walton trailer still comes out a better price. Chairman Hancock said he has Walton trailers. Looked at these while they were in Boise. Need to change this though because they do not pay sales tax. Colleen said she can get her the form.

[11:02:14 AM](#) **Motion by Commissioner Clark to approve Weed Department to purchase trailer from Holt Trailer Sales a Walton PB2025 for \$10,449. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

SHERIFF – STEVE ANDERSON

- **RENEWAL OF IDAHO POLICING POLICY – (ACTION ITEM)**

[11:03:45 AM](#) Sheriff Anderson has the same contract every year through ICRMP. Will have to hire nine more patrol officers to ever go up to the next bracket. Get a discount by having this policy. Chairman Hancock said it is \$2,500 every year. Sheriff Anderson said that Weston has gone over this and nothing has changed in the verbiage.

[11:06:35 AM](#) **Motion by Commissioner Young to approve the renewal of the Idaho Policing Policy for \$2,500. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

SNAKE RIVER ANIMAL SHELTER – KIRSTIN SANGER – SHERIFF – STEVE ANDERSON

- **SNAKE RIVER ANIMAL SHELTER – CANINE SHELTER CONTRACT AGREEMENT – (ACTION ITEM)**

[11:07:37 AM](#) Chairman Hancock said they are looking for an avenue to take animals. Sheriff Anderson is in support of having animal control. Do not want unnecessary unfunded mandates. Wants the commission to keep this in mind. Already have their money out where they need to go. Agreement has been needed for years. If a citizen can take an animal great. Once they have patrol officers with animals in the back of their cars he is against this. Chairman Hancock said this was only when they had an issue come up. Do not have any licensing or leash requirements. Sheriff Anderson said Captain Wolfe is very versed in this law. Are not going to handle all dog issues. Sheriff Anderson said that an unfunded mandate is not what they need.

[11:09:28 AM](#) Deputy Wolfe said it does not sound like they will have any registration or tax. Chairman Hancock said this is for them for example if they have a vicious dog. Then they have nothing to do with the dog. Can then take this to Snake River then they can handle it. Want to have a place with a contract in place. Only for the Sheriff and Deputies or an authorized individual. Do not want all citizens taking the animals in. Deputy Wolfe said they had a call with a dog at large. They do not handle these issues. Chairman Hancock said they have to have a reason why.

[11:11:07 AM](#) Chairman Hancock said they need to have a reason why they are picking up the dog. Not sure on a dog at large this is something they will have to look at. Commissioner Clark asked on transporting these. Chairman Hancock said they have pickups. Deputy Wolfe said they have transported in the past strictly for those dogs that have fell into the viscous category. Chairman Hancock said they may have to purchase a cage to transport them in. Colleen asked on a citizen to transport them. Chairman Hancock said they would have to be authorized by the Sheriff's Department. This is under their preview. Deputy Wolfe said they try and find an owner first.

[11:12:41 AM](#) **Prosecutor Paul Butikofer and Deputy Prosecutor Weston Davis are in room**

[11:12:49 AM](#) Chairman Hancock said they want this under the Sheriff. Sheriff Anderson said they are not funded for this. Do what they can.

[11:13:55 AM](#) Chairman Hancock said they do not have equipment or facility to support the animals. Will only be authorized by the Sheriff's Office. If they authorize a person to bring an animal then they would pay this. Do not just want animals dropped off. They would like to only have those authorized from the Sheriff's Office. Have not increased their manpower. Do not have a licensing program within the county. They do have vicious dog rules. Will work with the Sheriff's Office.

[11:15:05 AM](#) Sheriff Anderson said they support this have needed this just does not want any unfunded mandates. Chairman Hancock said they have modified the contract. Kristin said that she did provide her feedback. Weston wants to make sure the contracts are directed off to the right departments beforehand. Chairman Hancock apologizes this was not presented to the Sheriff before. Weston said he will need to speak with the Sheriff's Office before they have a final draft.

[11:17:31 AM](#) Commissioner Clark asked what the policy on stray dogs is. Kristin said in the municipality of Idaho Falls all strays go to Idaho Falls Animal Services. They have on occasion taken strays from Jefferson County. If this is a Jefferson County stray they would consider intake depending on their capacity. If they enter contract with Jefferson County they will have to hold certain kennels available so they do not come in and there is no capacity. Will need to discuss access to the facility after hours as well.

[11:18:58 AM](#) Sheriff Anderson said if they hold kennels for Jefferson County animals if the kennel is not full are they still paying for this. Kristin said they pay per animal drop off. Charge is a \$35 intake fee and a \$10 per day fee with a three day hold period so would be a total of \$65. Paul asked what happens after three days. Kristin said then they become adoptable at the shelter. Never would go to the other shelter. The maximum out of pocket is \$65. Did want to speak on the euthanasia. In the first clause it does include that there may be a court mandate for an animal mauling. These are much longer hold periods. If an animal is required by the court to stay in a designated facility it would be \$10 per day. These can go up to six months so it is something they need to consider. Chairman Hancock said wouldn't they put this on the owner if they knew who it was at the time. Kristin said this would depend on the Sheriff's Department.

Some will do a limited release to the owner. All municipalities are different. If they are required to euthanize they do charge an additional euthanasia fee because they are a no kill facility. It is a \$30 flat fee which is what they are charged by the veterinarian. Their rate is less than one percent. Paul said they could possibly have criminal restitution. If this were to happen the county pays this out of a particular fund. Sheriff Anderson said one animal could be impounded with court order for up to \$1,800. Deputy Wolfe has only had one that came close. Did impound it for quite a while but was not near this cost. Paul asked funding. Chairman Hancock said they have \$3,000 in the budget. Will have the Sheriff's Office put in these comments. Weston added Idaho Code. Made a note on court ordered. Kristin would love an opportunity to return and answer any questions from the Sheriff's Department as well. Would like to have the facility manager and them meet. Chairman Hancock said they are trying to help.

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)**

[11:27:14 AM](#) Motion by Commissioner Clark to go into executive session 74-206 (C) – Acquisition of Property. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 12:02

COMMISSIONERS

- **AGREEMENT FOR PATHOLOGY SERVICES - ADA COUNTY (ACTION ITEM)**

[12:03:47 PM](#) Weston said he has reviewed this. Colleen said this is off the table they will be getting another contract turned in. Other counties had the same concerns so they are changing this and will resend this.

SHERIFF'S OFFICE - MIKE MILLER

- **911 GRANT AWARD (ACTION ITEM)**

[12:04:47 PM](#) Deputy Miller said he had come in for their endorsement for a grant and is happy to tell them they did get the 911 grant. This project will be able to move forward. Now needs their acceptance of this grant. Then November 1 the money will be awarded. Chairman Hancock asked if this is matching. Deputy Miller said this is 100% funded. This is for equipment and maintenance for two years. Feel very fortunate to receive this. Was around \$225,000. Had to provide all the agreements and vendor agreements. This is with the 911 system they are already with.

[12:06:33 PM](#) Motion by Commissioner Young to accept the 911 Grant Award from Idaho Public Safety Commission for \$225,389.23. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[12:08:40 PM](#) Weston said an issue is come up on an amendment to an agenda. Standard is to amend an agenda they need to have a finding of an emergency situation which includes financial loss or financial interest. One of the proposed individuals for a liquor license was not noticed for today's agenda. It is his understanding this license expires today. Want to be considered today so they can still run their business. Have three options. Can declare an emergency meeting with 24 hour notice. Can have another meeting two days out. This would have them not being able to operate without a license. Based on emergencies this would be under financial interests if they feel an emergency exists.

[12:11:38 PM](#) Deputy Prosecutor Weston Davis left room

PUBLIC WORKS – DAVE WALRATH

- **UPDATE**

[12:11:48 PM](#) Dave has the bill for the plant mix for the parking lot 307 tons. Not a lot to add they are skeleton crew and are hauling gravel. Did have a complaint on a road out in Montevieu so Luis has been cleared and will be going out to do that this week. Had a call west of Roberts their grader hit a main line on 2100. Individual thought it was county responsibility to pay the repairs of this line. They should be held harmless if this is in the right-of-way. Planned to do an overlay on 500 N. There is a syphon culvert that needs replaced so may move this to next year. Next road is 3600 E so will be overlaying on this. Chip seal on this next year. Looking at grant possibilities to better secure the facility. Looking at fencing the Roberts Shop and the Hamer yard. There is nothing out there. Planned to use the old gate out in Hamer.

[12:16:19 PM](#) Solid Waste side not a lot going on. Suspect they will see the scale person out to rebuild the scale. Did stop in at the port if they would supply weight tickets for those coming that way. Will have heavy and like tickets to bill. Had a good attitude about

this. A lot of these trucks they already get tickets from. Chairman Hancock said they had talked about finding when they could do the work and an hourly rate on the work. They do not know what they will be running into. Will need to make sure the hourly rate is in the contract. Dave said the Household Hazardous Waste Collection went well. Collected a bunch of stuff. Able to dispose of most of this at Mud Lake. Latex paint they can dry out. Other paints they may reuse. Clean used oil will use on site. Ended up taking the mercury to a contractor to dispose of will be about \$150 to dispose of. Getting better at finding ways to dispose of these items or use them. Inspection went very well. They thought they could go back to a lower level of water monitoring out there. Had to kick up to assessment monitoring. May be able to go back to regular monitoring. Brandy has contacted the folks in Boise on this.

EXTENSION OFFICE – RUTH HALE

- **RESOLUTION #2019-34 - DESTRUCTION OF RECORDS – (ACTION ITEM)**

[12:21:17 PM](#) Ruth said in the move over they had a bunch of old paperwork. Did speak with Weston and pulled the financials. Want to get rid of these. Chairman Hancock said they have resolution #2019-34 for destruction of records. “At a meeting of the board of Jefferson County Commissioners, State of Idaho, on the 30 day of September, 2019, the following was adopted to wit: Whereas, Idaho Code 31-871 requires the Board of County Commissioners to authorize the 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 for County business; and whereas, the County Clerk has proposed for destruction certain records that have exceeded their minimum retention; and Whereas, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the 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 the original paper records that such destruction occur under the supervision of the Board of Jefferson County Commissioner’s Clerk. Financial records and claims from the Extension Office for the years 2009-2013. Approved and adopted this 30 day of September 2019.”

[12:24:25 PM](#) **Motion by Commissioner Young to approve resolution #2019-34 destruction of records. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

ELECTIONS – SHONNA ALLRED

- **DESIGNATE POLLING LOCATIONS – NOVEMBER 5 ELECTION – (ACTION ITEM)**

[12:24:35 PM](#) Shonna is here to designate polling locations for November 5. This is for the odd year elections with cemetery, fire, trustee, school districts with bond or levy. If they are contested then they have an election. This time they always do city elections. This is because of the city bylaws with the Association of Cities they like to have an election even if they are not contested. Chairman Hancock goes through the polling locations for November 5. City of Lewisville at the Lewisville Community Center 3451 E 480 N Lewisville, ID, City of Mud Lake at the Terretton Senior Citizen Center 1075 E 1500 N Terretton, ID, City of Menan at the Menan City Hall 664 N 3530 E Menan, ID, City of Rigby at Rigby City Hall 158 W Fremont Rigby, ID, City of Ririe at the Ririe Senior Citizens Center 395 Main Ririe, ID, City of Roberts at the Mustang Events Center 653 N 2858 E Roberts, ID, School District #253 zone one trustee Montevue precinct at the LDS Church in Montevue 2413 N 800 E Montevue, ID, Terretton precinct is designated as a mail out precinct.

[12:27:15 PM](#) Colleen said mail outs the threshold is under 140. Have to get permission from the state and they do not have the permission from the State yet. Chairman Hancock asked if they have a place to approve for Terretton. Shonna said they only have thee. So the State approved this one immediately but have not approved the other two yet. Might do a modification. They have not been notified yet. Hoping to have this information by today.

[12:28:18 PM](#) **Motion by Commissioner Clark to approve designated polling location for the November 5, 2019 election. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

COMMISSIONERS

- **FLU SHOT EXPENSE (ACTION ITEM)**

[12:29:23 PM](#) Colleen said in the past the Health Department comes in and provides flu shots. Had employees coming in with a balance. Told them last year they no longer cover this. Waived it last year but will have to pay it this year. Is here to see if they want to continue with this but they would have to pay the balance. This may keep a few employees from getting the flu shot. Chairman Hancock said they have 140 employees. Commissioner Young said they do not know the amount. Can check with them. Chairman Hancock thinks the maximum would probably be around \$1,000. If they approve up to a maximum amount. Colleen said not all employees get them. May look at another option but it is nice having them come here. Where would they pay this out of? Chairman

Hancock said they have a line for the health insurance claims. Colleen said they have VEBA. Chairman Hancock said they have a line on the claims.

[12:30:51 PM](#) **Motion by Commissioner Young to approve the flu shots for employees up to \$1,000 to come out of the VEBA account. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **PROFESSIONAL SERVICES AGREEMENT – TETON VIEW SURVEYING, PLLC – (ACTION ITEM)**

[12:32:11 PM](#) Chairman Hancock said this has been reviewed this is finalizing this agreement. Had a few changes that were put in.

[12:32:47 PM](#) **Motion by Commissioner Clark to approve the professional services agreement with Teton View Surveying, PLLC. With a ceiling amount of \$7,500. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **EMPLOYEE RECOGNITION – (ACTION ITEM)**

[12:34:34 PM](#) Audrey said last year for years of service they gave out hoodies for ten years of service. Have six individuals who have hit their ten year mark. Wanted to see if this is something they wanted to do again. Chairman Hancock does not see any problem. Commissioner Young thinks they should.

[12:34:40 PM](#) **Motion by Chairman Hancock to approve recognition for ten year employees to provide them a hoodie not to exceed \$30 per hoodie. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[12:35:29 PM](#) Colleen asked if they want to go over dates. It's not too far away. Chairman Hancock said they can use the basement for the recognition. Then will not have to worry about the Sheriff's area. Rebecca said it is tougher getting the tables in. Chairman Hancock said they do have an elevator. Go over dates. Mondays are not good days could look at December 10 or 11. Set this for December 10 tentatively. Kristine wanted to remind them they have funds to use toward this from the credit card rewards. Earlier deposited \$1,230.24 for use on the employee recognition this year. When they make the plans on how this flows and what will need to be done. Colleen reminds they will have an added expense in the past the prior commissioner cooked potatoes. Chairman Hancock said someone else may want to do this. Jeremy did the deserts. Commissioner Young said he has roasters he can put things in. Kristine said they could look at catering more in the past. Commissioner Clark asked what they have done in the past. Chairman Hancock said they had used Lil Mikes in the past. Had chicken, pork and brisket. Colleen said they purchase a vegetable, rolls and deserts. May need to keep in mind what they want to do. Kristine said they have an organization in town that does catering if they want to see if this is an option. Chairman Hancock said Broulim's does. Lil' Mike's does but prefer to just do the meat. Rebecca said Carmel Tree does. Kristine said this is Chris Merrill and has a sample menu for her Treasure's conference. Not sure they want someone to work on this and they can get ideas to bring in to them. Wanted to remember about the money that is available. Chairman Hancock said they have a lot of options. Would probably be cheaper to do it the way they have been doing it than have a caterer. Broulim's will just do the roasts. Kristine said they can kick some ideas around. Chairman Hancock said he can get some potatoes.

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

- **JEFFERSON HILLS GOLF COURSE – LIL' MIKES SMOKIN BBQ – IKES' EXON – TETON HOUSE**

[12:46:57 PM](#) Chairman Hancock said they need to add an emergency license they just received. It does expire today so the owners could lose some sales. Was told this does qualify for amending the agenda.

[12:47:25 PM](#) **Motion by Chairman Hancock to amend the agenda to add The Mint Bar in Roberts to be approved under alcoholic beverage licenses. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[12:47:44 PM](#) Chairman Hancock said with that have the following alcohol licenses for Jefferson Hills Golf Course, Lil' Mikes Smokin BBQ, Ikes' Exxon, Teton House and The Mint Bar.

[12:47:49 PM](#) **Motion by Commissioner Clark to approve alcoholic beverage licenses for Jefferson Hills Golf Course, Lil' Mikes Smokin BBQ, Ikes' Exxon, Teton House and The Mint Bar. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

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

[12:49:27 PM](#) **Motion by Commissioner Clark to approve certificates of residency for the College of Eastern Idaho for Marly Bazil, Kayla Mortensen, Joseph Rawlins and Mattlyn Wood. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

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

[12:51:31 PM](#) **Motion by Commissioner Young to approve commissioner meeting minutes from September 3, 2019 and September 9, 2019 with noted changes. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[12:52:12 PM](#) Recess until 1:00

RIGBY FAIR – CARL ANDERSON

- **PURCHASE CERTIFIABLE SCALES FOR FAIRGROUNDS – (ACTION ITEM)**

[1:02:06 PM](#) Carl Anderson with Jefferson County Fair. This is for the Rigby Fair. Looking at purchasing livestock scales are approximately \$5,700. \$5,100 for scales with \$600 for freight which may go down or up depending on current rates. Researched these and spoke with the State of Idaho they are certifiable and would mount them at the new beef wash rack and will be permanent set of scales. Have pictures and quotes. Commissioner Clark asked if they weigh rabbits. Carl said they will not. Did speak with Kevin Merit with the State of Idaho and got some great ideas and will be working toward options. Chairman Hancock said they certify the scales at the grocery store. Carl said when working with the local guys they said they could not be certified if they are not permanently mounted. Not sure if the local guys were just too busy but will be working with this gentleman out of Boise and will have some top notch scales. Chairman Hancock said there are not a lot of people that do these and is under \$25,000 and this is a published price list. Carl said they will ship out of Wisconsin to Jerome or Rupert area where they will assemble they will pick up and transport them back to Rigby. They will come to Rigby and help mount them and set them. Will have a foundation for them. Already have cement on the ground where they are going. Will have to see what else they have to do to get these in. Chairman Hancock said they could do a maximum amount of \$6,000.

[1:06:29 PM](#) **Motion by Commissioner Clark to approve Fair Board purchase of certified scales for \$5,100 not to exceed \$6,000 including freight. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

HUMAN RESOURCES – REBECCA SQUIRES

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

[1:07:43 PM](#) Rebecca appreciates the Clerk getting these in from the remaining departments.

[1:08:11 PM](#) **Motion by Commissioner Young to approve personnel action form for employee #719 to move from grade 12 step 11 to grade 12 step 12. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[1:08:47 PM](#) **Motion by Commissioner Young to approve personnel action form for employee #386 to move from grade 6 step 1 to a grade 6 step 2. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

EMERGENCY MANAGEMENT – REBECCA SQUIRES

- **2019 SHSP PURCHASES – (ACTION ITEM)**

[1:09:11 PM](#) Rebecca said with the new fiscal year comes the grant purchases. They need to follow the most restrictive purchasing policy. It so happens possibly by design that is the county is the most restrictive policy. Nice because these are the guidelines she is the most familiar with. State Homeland Security grant pays 100 %. Have three orders ready. Have the purchase orders all ready. Have a purchase of five 700 megahertz radios. Three for Central Fire two for Rigby PD. Go through Teton Communications they have the towers and programs so they are a sole source on these things. These are standard radios that everyone in the valley uses.

[1:10:48 PM](#) **Motion by Commissioner Clark to approve purchase order for Emergency Management of five radios 700 megahertz radios through Teton Communication \$12,958.25. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[1:11:25 PM](#) Rebecca said next is West Jefferson Volunteer Fire District has a portable fillable trailer to fill their air tanks. Can take the trailer on scene. This will be a great asset countywide. With a large incident and need these they will have the trailer out to refill them. Need a carbon monoxide monitor. Another spendy item that goes on the trailer. This is through Curtis and have in her documentation this is charged at the GSA schedule.

[1:12:29 PM](#) **Motion by Commissioner Young to approve purchase order for a carbon monoxide monitor to Curtis \$4,964. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[1:13:15 PM](#) Rebecca said the third one is purchase of body cameras for the Sheriff's Office have eight cameras through Axon who is where they have ordered the previous cameras. Body cameras are important for data collection on subject or law enforcement behavior.

[1:14:03 PM](#) **Motion by Commissioner Clark to approve purchase order through Axon Enterprise Inc. for \$3,992. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[1:14:46 PM](#) Rebecca said this requires two signatures. On the Homeland Security grant twenty-five percent has to be for law enforcement. This and the radios will go toward that. Other purchase will be SCBAs for the jail. This is not everything. There will be a couple more once the quotes are verified. Will do some courthouse security enhancements this is almost done. Another would like to relocate the Emergency Operation Center up here and buy tables and chairs. Once the state approves she purchases with county funds then gets reimbursed within a couple weeks.

[1:16:27 PM](#) **Motion by Commissioner Young to adjourn at 1:17. Second by Commissioner Clark. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date