

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
TUESDAY, SEPTMEBER 3, 2019**

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

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)**

SOCIAL SERVICES – AMY JOHNSON

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

[9:03:02 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 9:19

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

[9:19:39 AM](#) Motion by Commissioner Young to suspend case #2019-24 for six months. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[9:20:04 AM](#) Motion by Commissioner Young to issue a subpoena on case #2019-19. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[9:21:49 AM](#) Prosecutor Paul Butikofer is in room

COMMISSIONERS

- **ALCOHOLIC BEVERAGE LICENSES – (ACTION ITEM)**
 - **BJ'S BAYOU - BROULIM'S SUPERMARKET – DON'S LOUNGE – HEISE HOT SPRINGS - MAVERIK STORE #156 – MAVERIK STORE #575 - TOP CAT PUB**

[9:22:05 AM](#) Chairman Hancock said they have alcoholic beverage licenses for BJ's Bayou, Broulim's Supermarket, Don's Lounge, Heise Hot Springs, Maverik Store #156, Maverik Store #575 and Top Cat Pub.

[9:22:51 AM](#) Motion by Commissioner Clark to approve alcoholic beverage licenses for BJ's Bayou, Broulim's Supermarket, Don's Lounge, Heise Hot Springs, Maverik Store #156, Maverik Store #575 and Top Cat Pub. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

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

[9:24:52 AM](#) Motion by Commissioner Clark to approve certificates of residency from the College of Southern Idaho for Dallin Grover, Sierra Jensen and McKennah Smith. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[9:25:29 AM](#) Motion by Chairman Hancock to approve certificates of residency from the College of Eastern Idaho for Samantha Kofeod, Marcus Moedl and Emily Selman. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

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

[9:27:22 AM](#) Motion by Commissioner Clark to approve commissioner meeting minutes from August 12, 2019 with noted change. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[9:28:21 AM](#) Recess until 10:00

Open session 10:03

[10:03:57 AM](#) Prosecutor Paul Butikofer left room

SNAKE RIVER ANIMAL SHELTER – KRISTIN SANGER

- **ANIMAL SERVICES – (ACTION ITEM)**

[10:04:04 AM](#) Kristin Sanger represents the Snake River Animal Shelter. Chairman Hancock said that Andi Elliot had spoken with her on some dilemmas within the county when their officers find animals. Looking at a similar agreement they have entered in with the City of Ucon. Kristin thinks this would be a good option. Wants to go over the highlighted items. Officer Fullmer has originally visited with them. Would want to review any animal management ordinances they had. Want to make sure they are compliant. Duration of this agreement is for a year. If there are no changes then they can continue this until either party feels they need any modification. Have a thirty days' written notice. This is based off of Ucon who has a three day stray hold. Tradition seems to be a five day stray hold in most areas. They charge a \$10 per day fee for the holding days. If the owner collects the animal no fees are collected from the county. Would charge \$30 if they required a three day hold plus the \$35 intake fee. No charge if they microchip. If the owner reclaims the animal the owner pays this. Not sure if they keep a microchip scanner available but if not it is something they can obtain for the deputies. No animal will be released until a microchip is in place. Then they also make them

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follow any licensing requirements before releasing the animal. Chairman Hancock said they do not currently. They are a county not a city so it would be harder to regulate. Kristin said they would like to share some ordinances from Ucon that seem to be working. The intake fee is to cover the most work. On most strays they do not have immunization records. Generally have to immunize within intake so they do not share disease in the facility. Chairman Hancock has not had time to review this agreement yet neither has legal counsel. Does look like a workable agreement. This is a county which is spread out and have a lot more rural areas. Do have stray animals that have been abandoned now and then. Looking to make this available to the officers so they have somewhere to take the animal.

[10:10:46 AM](#) Kristin said if they do want to proceed with this will have to visit on some items. With the City of Ucon they provide this service during operating hours. Would need to see how this would work if this was after hours when the deputies needed assistance. At animal shelters cities and counties could have access to a facility. Would want the most humane option. At this time they would have to exclude cats it would only be available for dogs. Do not have the ability to hold cats at this time for Jefferson County. Would not be able to take the litters of kittens at this time either. Would like to proceed with some grant work to do some TNR work here in the county that would help alleviate bringing more cats into the facility. Chairman Hancock said that in the rural communities the hawks and owls tend to take care of these. Kristin would like to proceed with this opportunity to get the population of cats under control.

[10:13:42 AM](#) Commissioner Clark asked if they are taking them if they are injured. Kristin said it would have to be taken care of at the vet first. Do not have the facility to take care of any injuries. Chairman Hancock said they do have a small budget they have put together. Kristin said Mayor Sturman and Officer Fullmer said the costs have not been that great to them. Usually have some dogs they adopt out which they do not charge these fees because the adoption fees covers the costs. Commissioner Young asked if they have a web page. Kristin said they do. Provides her card. Commissioner Young said they might want to link this to the county web page. Kristin said they post stray animals mostly on Facebook. It seems the best way to get information out on strays.

[10:15:34 AM](#) Commissioner Clark said in Menan his wife sees on Facebook if they have a stray animal it is pretty helpful in finding the owners. Chairman Hancock appreciates her coming in. Will be discussing this at more length. Will have to modify this for Jefferson County. Commissioner Clark said they will have legal review this on any changes and when they are ready to adopt this will put this back on the agenda. Commissioner Young appreciates the help on this. Chairman Hancock thinks this is something that will work for them.

PUBLIC WORKS – DAVE WALRATH

- **UPDATE**

[10:17:16 AM](#) Dave did finish the otta seal on 3000 N and clean chipped three miles on 2700 N and almost three miles otta seal on 2500 N. Today they are out near Roberts doing some otta sealing. Next week will be out west doing road millings. Hurting as a crew right now had some injuries. Weather permitting they may still do some overlaying. Chairman Hancock asked if they received the truck. Dave said it is not ready yet they are getting a wet kit installed. Around the end of this week. Chairman Hancock said they need to follow the terms & conditions with the purchase order. Dave said he may be gone next Monday. Friday is Barbara Carpenters last day out at Circular Butte she is retiring. Will be filling this position. Chairman Hancock asked if they have advertised. Dave said they have.

[10:20:55 AM](#) Dave said he will be at an IACERS conference in Boise on the 17th. Still working on the waterline. Chairman Hancock said they have made it past the Burgess Canal. Dave said they will need to do some grading because they covered up their French drain. Trying to help facilitate this work. Do as much this fall as they can. Commissioner Young asked on 400 N between 4100 and 4200 they have a sinkhole. Dave said the pipe does not have a hole they have tried to fill this in. Commissioner Young asked if the dig this out. Dave said they have another one on 3500 N that is bad too. Commissioner Young asked about digging this and putting in bentonite. Dave said this did not work. Got a message from Kevin Walker wanting to put water back in. Would like to try HDPE liners. Chairman Hancock said they did this across the interstate but it was fairly expensive. Commissioner Young said then the pipe needs to be big enough. Chairman Hancock said this is durable.

[10:25:52 AM](#) Dave said they have an inspection on Monday out at Circular Butte and have the Hazardous Household Waste Collection on Friday, September 13.

PLANNING & ZONING – KEVIN HATHAWAY

- **UPDATE**

[10:26:26 AM](#) Kevin provides them an updated sheet on permit time. Have 8.3 days average does include some that have notes on them. These all have special issues. Chairman Hancock said they lost an employee. Kevin said that lone resigned and took a job at the city. Glad that she will have the opportunity. Turned in her resignation last Tuesday so she could take her paid time while going to the city to work. Spoke with the staff and Vern is going to move into that position. Advertised and received some applications and had one from when they hired Eric who was still available. They have offered the position and will start on the 16th.

[10:30:29 AM](#) Chairman Hancock asked on the area of impact agreements coming with the other cities. Kevin has not heard back on all of these yet. Still doing the process. Chairman Hancock said they have a template they can send. Kevin said they have this. Are doing more work after the work meeting they had. Commissioner Clark said he sent an email on a meeting. Kevin said this is for the dairy. Chairman Hancock said that he has met with Jerome Resources and had the discussion.

[10:33:46 AM](#) Chairman Hancock said he has toured the facility. Commissioner Clark said when they get the meeting scheduled to let them know. Chairman Hancock said that Ted felt this was a go on the grant.

[10:35:20 AM](#) Chairman Hancock asked on the comp plan. Kevin said they have five chapters. Will review these this week. It is harvest time so it has been a little hard.

[10:36:18 AM](#) Recess until 11:00

Open session 11:00

EMERGENCY MANAGEMENT – REBECCA SQUIRES

- **TRAVEL AUTHORIZATION – (ACTION ITEM)**

[11:00:35 AM](#) Rebecca has a few items to toss their direction.

- **NATIONAL EMERGENCY MANAGEMENT ASSOCIATION ANNUAL FORUM**

[11:00:54 AM](#) Rebecca said the National Emergency Management Association (NEMA) is having the conference in Coeur d'Alene. Brad Richey the President of NEMA has offered to pay the registration for Idaho Emergency Managers. It is \$500 for this conference that will be paid so they would only have travel costs. NEMA is in Coeur d'Alene October 26 to October 29. Registration would be paid so would only have to pay for travel and lodging. Would appreciate the opportunity to attend. Rooms are only around \$100 a night. Commissioner Young asked the dates. Rebecca said that it is a Saturday, Sunday, Monday and Tuesday. It would be comp time but she will use it. Chairman Hancock said the Governor Brad Little is speaking. Rebecca said it looks like a good agenda. Chairman Hancock said it is a nice area. Rebecca said it is a good opportunity for networking. Chairman Hancock said they may be going back to Florida. The storm has hit the Bahamas. Saying it will lose momentum. Rebecca said if this gets back in the water it will regain strength. Does not have written confirmation on them covering the registration. Will not go if this is not covered. Commissioner Young does not have any problem with this.

- **EMERGENCY MANAGEMENT INSTITUTE**

[11:04:29 AM](#) Rebecca said the next one is the Emergency Management Institute (EMI) in Maryland. When someone attends the travel and lodging are reimbursed by FEMA. Has three courses left in the basic academy have Planning, Science of Disaster and Public Information Warning. This is next March. One class is a Thursday and Friday then would be Monday thru Friday the following week. Would be one travel with ten days. Offer these in other places will be in Hayden this fall. Would have to pay travel, lodging and food out of county budget. This is further and ultimately more costly but is less costly to the county by going to Maryland. This is advantageous to get these in Maryland. Have applied for the classes. Chairman Hancock said that he did not see these. Could not get Sendio to work. Rebecca said it requires agency approval. This would be next spring. No guarantee that she will be picked up for the classes they have to honor the application. Commissioner Young asked if this gives her a certification. Rebecca said she does. Took three classes last fall in Pocatello but due to circumstances did not get them all because it is a long series of classes.

[11:07:24 AM](#) The other is State of Florida has put out an EMAC request in case they need this assistance. Is a long shot but got picked up last year. EMAC is the Memorandum of Understanding between all of the states that they will send resources to help. One condition of the Emergency Management Procedure Grant is that personnel paid with this grant are deployable to other states. Do not have to send her. If the opportunity arises to help assist Florida is the board is okay with that. Chairman Hancock said they have not been paid for the last one. Rebecca called and at least one of the agencies has had a hard time getting the right documentation together. Talking with the state her documentation is ready and they will cut a check to Jefferson County since her stuff is in order and they have been waiting so long. Will let the team know how to do this. Chairman Hancock said this is usually a team have they spoken to the group in Idaho. Rebecca said yes when an EMAC request comes out they contact Special Teams. Chief Hammond is volunteering and did send an email out on getting approvals in order. Right now Florida has not even been hit. Chairman Hancock thinks the can put this on hold where they meet every week. Would go forward with the other two. Rebecca said these things happen quickly and they have to go. Last year she brought it up on a Monday and were gone by Wednesday morning. Would never have this type of impact it opened her eyes on how a big response would work.

[11:11:46 AM](#) **Motion by Commissioner Clark to authorize travel for Rebecca Squires to attend the National Emergency Management Association Annual Forum in Coeur d'Alene and the Emergency Management Institute in Maryland. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **FEMA MEMORANDUM OF AGREEMENT – INTEGRATED PUBLIC ALERT & WARNING SYSTEM (IPAWS) – (ACTION ITEM)**

[11:12:43 AM](#) Rebecca said the integrated public alert and warning system is when the phones start going off for Amber Alerts or weather issues. This is all part of this integrated public alert and warning system. As a county they can participate in this with this agreement and a series of trainings. Can utilize this for local emergencies. If they had a hazardous material release in a specific areas they would be able to contact all cell phones in the area with the IPAWS platform. Technically have the ability with Alert Sense. What they need is the authorization from the federal government to use the system. Has done the first class. Would work with the Sheriff's office and dispatchers to make sure they have the right trainings as well. Chairman Hancock asked if Weston reviewed. Weston said that he has. Rebecca said that this document if FOUO (For Official Use Only) and is not releasable to the public. The contents are not to be released. Weston said they have an Idaho statute that protects these types of documents as well. Commissioner Young said there is no cost. Rebecca said they already cover this.

[11:16:13 AM](#) **Motion by Commissioner Young to approve Jefferson County enters into an agreement with IPAWS and the Federal Government. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **2020 (SHSP) STATE HOMELAND SECURITY PROGRAM GRANT AWARD – (ACTION ITEM)**

[11:16:43 AM](#) Rebecca said they have the subrecipient agreement for the State Homeland Security program grant. Chairman Hancock said he saw an email that they were approved. Rebecca said they have two similar grants this pays 100% of equipment and trainings. Will be bringing in purchases for approval on radios, SCBA as well as the Preparedness Fair. This is only for equipment and supplies.

[11:18:57 AM](#) **Motion by Commissioner Clark to approve the State Homeland Security Program Grant Award for \$49,796. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

TREASURER – KRISTINE LUND

- **CREDIT CARD AUTHORIZATION – (ACTION ITEM)**

[11:20:15 AM](#) Kristine Lund wanted to ask for authorization to increase Garn Herrick in the IT Departments credit card limit to a permanent \$2,500 limit. Doing a lot of purchases and utilizes this quite a bit. Will only do this on an as-needed basis. Commissioner Clark thinks that is fine. Commissioner Young said if she feels this need to be done. Chairman Hancock said they can allow certain increases for individuals. Weston asked about the standard operating procedures. Kristine said this is due to the thirty day time period. The purchase may be under the limit but they only process the payment once a month. Weston clarifies he sees they changed this to \$2,500 limit. Kristine said they are very cautious with limit increases. Supports the \$2,500 increase.

[11:23:00 AM](#) **Motion by Commissioner Young to approve the increase on credit card for Garn Herrick to \$2,500. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

IT – GARN HERRICK

- **PHONE WIRING – (ACTION ITEM)**

[11:23:45 AM](#) Garn said the document they have shows the original wiring in the courthouse and what has been done in the annex. Have the original wiring with connectors that plug into plastic boxes and weigh these cords down. Would transfer these to ethereal connections. Have to go back and wiggle the wires when phones are no longer working at peoples desks. BPS is the phone provider and their proposal is to not exceed \$9,000.

[11:25:09 AM](#) **Deputy Prosecutor Weston Davis left room**

[11:25:12 AM](#) Garn said this would be minimal down time. Here to get approval to have BPS start doing this while they have some time. Chairman Hancock asked if they could do this. Garn said they could but would not be an easy job. They are not cable guys. It would not be cost effective for them to do this. Chairman Hancock asked if they like how they did the annex. Garn said it is wonderful as they can see in the pictures.

[11:29:49 AM](#) **Motion by Commissioner Clark to change the court phone wiring with Business Phone Systems to not exceed \$9,000. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:30:35 AM](#) **Deputy Prosecutor Weston Davis is in room**

[11:30:35 AM](#) Chairman Hancock asked if they need additional bids. It is under \$25,000 threshold. Garn said they thought of this but they would have to pay more to have the wiring done then have BPS come in to program this.

[11:31:19 AM](#) **Deputy Prosecutor Weston Davis left room**

Open session 11:39

SHERIFF – STEVE ANDERSON

- **EXECUTIVE SESSION 74-206 (A) – PERSONNEL**

[11:39:49 AM](#) **Motion by Commissioner Young to go into executive session 74-206 (A) - Personnel. Second by Commissioner. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

Open session 12:02

[12:02:07 PM](#) **Motion by Commissioner Clark to adjourn at 12:02. Second by Commissioner Young. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date