

**Jefferson County Commissioner Meeting Minutes  
March 10, 2014**

Meeting called to order at 9:00 am. Those present are Commissioner Farnsworth, Commissioner Hegsted; Chairman Raymond is present but is handling an issue outside commissioners meeting room, and Emily Kramer. Edidt Ramirez and Chris Boulter are clerking the board. Commissioner Hegsted leads in the Pledge of Allegiance and Emily Kramer offered the prayer.

**Commissioners-**

- **Jail Inspection**

Ceiling in jail needs to be addressed in three areas where there has been water damage.

**Searle Hart- Farrell Steiner**

- **2013 County Audit approval**

Farrell updates commissioners about the audit. Management letter is reviewed and discussed by commissioners and Farrell. In the main audit report the contingent liabilities are reviewed by the board and legal counsel as well. The financial statement findings are also reviewed. Farrell indicates to the commissioners payroll was examined more in depth this year and the result of this was good.

**Motion made to approve 2013 county audit by Commissioner Hegsted, motion is seconded by Commissioner Farnsworth. Roll call taken.**

**Commissioner Hegsted-aye, Commissioner Farnsworth-aye, Chairman Raymond-aye. Motion passes**

Robin Dunn is present at 9:53 pm

**Scott Herrick**

- **Carpet**

Scott talks to the commissioners about noticeable wear and tear on the carpet in the sheriff's office. Commissioners walk to the area that is being addressed in the Sheriff's office.

**Motion is made by Commissioner Hegsted to have Scott review all desks where there are chairs to see how many mats have to be purchased to avoid wear and tear of the carpet, and also to get a cost analysis for replacement of carpet in sheriff's office hall, motion is seconded by Commissioner Farnsworth . Roll call taken**

**Commissioner Hegsted-aye, Commissioner Farnsworth-aye, Chairman Raymond-aye. Motion passes**

**Social Services- Indigent Hearing #2014-11**

- **Executive session 67-2345(D)- Records Exempt from disclosure**

**Motion** to go into executive session 67-2345(D) at 10:23 am by Commissioner Hegsted, motion is Seconded by Commissioner Farnsworth for indigent case #2014-11 Roll Call taken; Commissioner Hegsted-aye, Commissioner Farnsworth-aye, Chairman Raymond-Aye motion passes.

Marvin Smith is present representing EIRMC.

Back in open session 11:01 am.

Robin stated there could be funds possible through the crimes victim fund. If the applicant was to receive any reimbursement through crime victims a reimbursement would be required to the county.

**Motion made by Commissioner Hegsted to approve indigent case #2014-11; motion is seconded by Commissioner Farnsworth. Roll Call taken. Commissioner Farnsworth-aye, Commissioner Hegsted-aye, Chairman Raymond-aye. Motion passes. Client will meet with Edidt at this time.**

### **SOCIAL SERVICES – EDIDT RAMIREZ**

**Motion to go into executive session 67-2345 (D) at 11:13 am by Commissioner Farnsworth motion is seconded by Commissioner Hegsted. Roll call taken: Commissioner Hegsted aye, Chairman Raymond aye, Commissioner Farnsworth aye. Motion passes.**

Open session at 11:31 am

**Motion made by Commissioner Farnsworth to approve indigent case number 2014-44, approve indigent case number 2014-50, deny indigent case number 2014-51 due to lack of cooperation, deny indigent case number 2014-52 due to lack of cooperation, deny indigent case number 2014-53 due to lack of cooperation, deny indigent case number 2014-35 due to lack of cooperation, and deny indigent case number 2014-5 due to lack of cooperation; motion is seconded by Commissioner Hegsted.**

**Roll Call taken, Commissioner Hegsted-aye, Commissioner Farnsworth-aye, Chairman Raymond-aye. Motion carried.**

Lunch break at 11:33 am resuming at 1:00 pm

### **Weed Department- Mitch Whitmill**

- **Quotes for ATV and Pick-up purchase**

Mitch presents quotes for the ATV to the commissioners. He has two quotes one from Action Motor Sports and one from Rexburg Motor Sports. Commissioner's request that Mitch get an additional quote for this ATV from Sage Motor Sports. This matter will be scheduled on a future agenda when the third quote for the ATV is available. Chairman Raymond requests that the clerk provides a report about the balance/budget in the Weed department to assure this future purchase will not be over budget.

Mitch provides the three quotes he has collected for the pick-up purchase to the commissioners. Commissioner Hegsted will work directly with Mitch to look at the department's budget and both these issues will be revisited on March 24, 2014.

- **Sign ITD work agreement**

The work agreement from ITD states that they will be charging \$45.00 an hour for spraying state highways for the total amount of \$11,900.00. No changes have been made this year nor increases. The work agreement needs to be completed this month; it will get signed on March 24, 2014

### Emergency Management-Emily Kramer

- **Signature on Building Use agreement**  
Commissioners sign rental building agreement with Rigby High school for the preparedness fair on September 14, 2014.

### Parks & Rec-Emily Kramer

- **Water Feature Purchase**  
Emily presents a price estimate of a dock for the lake from EZ docks in the amount of \$13,000.00  
**Motion is made by Commissioner Hegsted to approve expenditures for the lake dock in the amount of \$13,363. 37, motion is seconded by Commissioner Farnsworth. Roll call taken. Commissioner Hegsted-aye, Commissioner Farnsworth-aye, Chairman Raymond-aye. Motion passes.**

### Treasurer-Kristine Lund

- **Retention Schedule**  
Kristine is seeking direction from the commissioners for a resolution regarding the destruction of records. Kristine wants to know how long notices for Non Sufficient Fund fees after they have been taken care of need to be stored. There is presently no specific direction regarding the destruction of this type of record. Also, the carbon copies of deposit slips have no limitation for destruction of records as well as the reconciliation reports.  
**Motion is made by Commissioner Hegsted to set retention for Treasure's office to keep receipt book, non-sufficient funds notices, and reconciliation reports for 3 years after that they may be disposed, motion is seconded by Commissioner Farnsworth. Roll call taken. Commissioner Hegsted-aye, Commissioner Farnsworth-aye, Chairman Raymond-aye. Motion passes**

Robin Dunn is present 1:59 pm

Robin leaves 2:06 pm

Robin is present at 2:10 pm

### Mike Miller

- **Phone System**  
Mike is reporting back to the commissioners about the phone system for the building. He received the paper work from the 911 side and what it will entail. Each department will be revisited budgetary wise to see if there is enough money available to be able to update this phone system in this budget year or see if it will have to wait until the next budget year. \$37,000.00 is about the estimated amount that the county will end up paying on the phone system change. Chairman Raymond talks about bringing this issue up in the next department heads meeting on March 24, 2014 and it is requested that Mike be present at this meeting.

5 minute recess

## Jason Kofoed

- **NDA Update National Defense Authorization Act**

Jason hands commissioners a brief summary and reads it out loud to them. This summary explains to the commissioners and those present why the NDA is present today. Jason presents the Resolution that the City of Emmett and Gem County have passed. Commissioners request that the resolution from Gem County be sent to them so it can be reviewed. Chairman Raymond states he would like to do some more investigating on this although he is not currently opposed to it. Chairman Raymond also suggests that this issue be presented to the Idaho Association of Counties (IAC).

## COMMISSIONERS

- **NDA Resolution Discussion**

Discussion held along with the previous matter on the agenda.

- **CLAIMS**

**Motion made by Commissioner Farnsworth to approve the claims dated from 2-24-2014 through 3-7-2014 in the amount of \$167,017.13. The motion is seconded by Commissioner Hegsted. Roll call taken: Commissioner Hegsted aye, Commissioner Farnsworth aye, Chairman Raymond aye, motion passes.**

- **COMMISSIONER MEETING MINUTES**

**Motion made to accept commissioner meeting minutes dated 2-24-2014 by Commissioner Hegsted. Motion seconded by Commissioner Farnsworth.**

- **Certificates of Residency:** Certificates of Residency signed

- **Report on Regional Fairground Discussion**

No report update on this issue today

- **Cost Analysis Proposal**

3 different proposals have been sent to the commissioners from Mr. Poulsen (Jensen Poulsen Company) the three companies are; Welch engineering, Robert Hamilton from Boise State University, and Plant Moran out of Chicago Illinois. Mr. Poulsen is recommending Welch engineering, he has worked with this company in the past. The local option is Welch engineering and their estimated proposal is of \$40,000 to \$50,000. Commissioners direct Emily to get another estimated proposal for this cost analysis.

- **Personnel policy Discussion**

One change was made on travel meal policy due to the concern of an employee. In the vehicle policy an exception to law enforcement was added. Chairman Raymond addresses some concerns and changes in the personnel policy under the vehicle and travel sections and asks Emily Kramer to make these changes. Overall personnel policy is also reviewed and some wording is directed to be changed.

**Motion is made by Commissioner Hegsted to approve the Employee Personnel policy, travel – meal expense discriminatory policy with changes as so noted. Motion is seconded by Commissioner Farnsworth. All in favor motion passes**

**Commissioners allow Emily to copy the full policy and hand it out to the employees.**

- **Public Works**

Chairman Raymond leads in this discussion. Jerry Ramirez is going to start soon on his 5<sup>th</sup> month as the interim administrator for public works. Emily hands commissioners comparisons for neighboring counties as for wages of this position. Emily presents the

pros' and cons' as for dividing public works into two departments being solid waste and Road & Bridge. She also presents them options as to hiring firms and what they entail. Commissioner Hegsted requests that Emily retrieves information as to the qualifications required for the public works department from some of the neighboring counties. This matter is to be scheduled on a future agenda.

Recess until the person for the next subject is available.

- **Jordan Gardner Eagle Scout Project**

Jordan informs the commissioners he will be cleaning a two mile stretch down the Dry Bed (Great Feeder Canal) for his Eagle Scout Project. He is requesting that the board of county commissioners waive the fee at the landfill for tires since this a community service project. It has been estimated that there are between 50 and 60 tires that have been thrown into the canal in this area.

**Motion is made by Commissioner Hegsted to waive fees for Jordan Gardner Eagle Scout project at the circular butte landfill, seconded by Commissioner Farnsworth. Roll call taken. Commissioner Hegsted-aye, Commissioner Farnsworth-aye, Chairman Raymond-aye. Motion passes**

Robin Dunn leaves room at 3:18 pm

**Cody Holm**

- **Partial Cancellation of taxes request.**

Cody Holm gives the commissioners some background about the land that he is being taxed for and his complaint. Chairman Raymond asks Cody Taylor to explain why and when this property is being assessed. Assessor presents to the commissioners the information that was sent her office by Cody Holm and informs the commissioners what she has sent to Mr. Holm. Cody Taylor explains to him property taxes cannot be changed. Commissioners make sure Mr. Holm understands what is being said.

**ATTORNEY – ROBIN DUNN**

- **EXECUTIVE SESSION 67-2345(F) –Legal**

**Motion made by Commissioner Hegsted to go into executive session 67-2345(F) at 4:12 pm. Motion seconded by Commissioner Farnsworth. Roll Call taken Commissioner Farnsworth-aye, Chairman Raymond-aye, and Commissioner Hegsted-aye Motion passed unanimously**

Open session at 4:27 pm

The matter of how to handle in office pay was discussed. Agenda items were discussed by Robin Dunn. Chairman Raymond directs Emily Kramer to create/update a standard operation and procedures for these matters.

**Motion to adjourn at 4:31 pm by Commissioner Hegsted, motion is seconded by Chairman Raymond.**

---

*Chairman of the Board*

---

*Clerk of the Board*

---

*County Clerk*