

Jefferson County Commissioner Meeting Minutes April 14, 2014

Meeting called to order at 9:00 am. Those present are Commissioner Farnsworth, Commissioner Hegsted, Chairman Raymond and Emily Kramer. Edidt Ramirez and Chris Boulter are clerking the board. Edidt Ramirez leads in the Pledge of Allegiance and Emily Kramer offered the prayer.

Keith Shuldberg

- **Oath of Office-Flood Control District**

Chairman Raymond gives the oath to Keith Shuldberg. Oath is accepted, signed and notarized; the certificate is given to Mr. Shuldberg.

Recess for 7 minutes

Scott Herrick

- **Building Plans**

Scott informs the commissioners that Judge Clark has requested to borrow the Jefferson County Courthouse plans for the remodeling of a courtroom in Lemhi County. Commissioners agree with letting Judge Clark borrow the plans as long as this is documented.

Assessor-Cody Taylor

- **Compliance Report**

Matt Virgil is present from the Idaho State Tax Commission. Mr. Virgil gives an overview about the procedure that they are going through and their timeline, he also hands the commissioners a letter of their review thus far for unimproved properties only. The reason this procedure is done is to see if for the year 2014 they need to re-adjust the values for assessments on properties in Jefferson County including non-improved pieces of ground not including farm/agricultural pieces of land.

Recess until 10:00 a.m.

Carlos Aponte

- **Health Insurance Report**

Commissioner Hegsted asks Carlos to explain qualifications for some of the weed department employee's per benefits with the health care reform. Carlos explains the difference between seasonal and part time employees and the hours that each of them can work. County is in line with health care reform and the 2 part time employees in the Weed Department in not offering/providing insurance.

Carlos will come in next month and bring in a report for the first three months of insurance with the county.

Robin Dunn is present 10:05 a.m.

Robin Dunn leaves room at 10:18 a.m.

Sheriff-Blair Olsen

- **911 Expansion**

Sheriff updates commissioners that they are coordinating with the company that is helping with the 911 system update to come up with a preliminary plan for the expansion that was previously talked about. Sheriff Olsen also presents some letters of support to use monies from 911 to do the expansion of space in the dispatch office. Sherriff Olsen is trying to keep the expenses for the expansion under \$50,000.00; he is also trying to coordinate with neighboring counties that have the same 911 system to be able to work out of their offices and vice versa in case of emergencies. Nothing will be concrete on the expansion until the first commissioner meeting in May.

- **Sign Waterways Grant**

Sheriff brings in the agreement for water ways grant. Commissioners review the agreement of the water ways grant and sign it.

SOCIAL SERVICES – EDIDT RAMIREZ

Motion to go into executive session 67-2345 (D) at 10:40 am made by Commissioner Hegsted motion is seconded by Commissioner Farnsworth. Roll call taken: Commissioner Hegsted aye, Chairman Raymond aye, Commissioner Farnsworth aye. Motion passes.

Open session at 10:44 am

Motion made by Commissioner Hegsted to approve indigent case number 2014-58, deny indigent Case number 2014-39 for lack of cooperation, and deny indigent case number 2014-8 for assets beyond billing value; motion is seconded by Commissioner Farnsworth.

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

- **Veterans Mobile Center**

Commissioners approve mobile Veterans Center June 14th 2014 in the Jefferson County Courthouse parking lot.

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

Commissioners, Administrative Judge, Elected Officials, Department Heads

- **Courthouse Access**

Commissioner Farnsworth asked for this matter to be placed on the agenda moved from March 24th; matter was moved because Chairman Raymond was out of town and wasn't able to research this subject. Those present are; Judge Simpson, Bert Butler, Sheriff Olsen, Naysha Foster, Scott Herrick, Jerry Ramirez, Mitch Whitmill, Kristine Lund, Cody Taylor, Chris Boulter, Emily Kramer, and the Board of County Commissioners. Chairman Raymond leads in the subject and hands out to those present the (default)policy for public access of the building.

Commissioner Farnsworth expresses his views with regards to the subject. Lt. Dye had informed Commissioner Farnsworth it was ok to have key access to the offices of the

sheriff and clerk's office. However; upon approach of Lt. Dye, Sheriff indicated that background check and finger prints need to be in place along with his approval. Commissioner Farnsworth would like to see where in (default) policy it informs him he cannot have access to certain offices without authorization. Chairman Raymond indicates to those present that specific security issues will be discussed in the following Executive Session; comments on this must be held until then. Chairman also informs those present that every elected official needs a key to access their portion of the building in order to perform duties as an elected official. Chairman Raymond states there will be a Newly Elected Training later this year for any new elected officials and present ones should attend as well. Chairman questions those present if they believe there should be changes to the access policy. Sheriff takes a minute and gives brief history. He states that when the building was turned over to the county; the County Commissioners, Sherriff, Michelle Harrington (whom was the previous administrator), and a couple others did a walk through and met in sheriff's office. Here they made an agreement saying the County Clerk would handle keys on the courthouse side of the building. The Sheriff would be in charge of the key access on their portion of the building. Scott Herrick would have access to mechanical rooms and places where he may need to access to perform his duties. Sheriff added a key pad on back door to insure security. Keys and access are limited and he has issued direction to his employees due to security issues. Commissioner Farnsworth informs that his issue is that he was referred to policy which has not been found. Sheriff states he is responsible for his department and that is why he has done what he has for key access. Commissioner Farnsworth request is not pertaining to access to personal office space. Commissioner Farnsworth states he does not accept the key access statement as policy. Mitch states his offices are not in the courthouse. So, when decisions are made access for these facilities need to be considered as well.

Robin Dunn is present at 1:08 p.m.

- **Executive Session 67-2345(D)-Records exempt from disclosure Motion made by Commissioner Farnsworth to go into executive session 67-2345(D), motion is seconded by Commissioner Hegsted at 1:23 p.m. Roll call vote Commissioner Hegsted aye, Commissioner Farnsworth-aye, and Chairman Raymond-aye. Motion carried.**
Open session at 1:59 pm
- **Security Access Policy**
Commissioners will move toward an official policy regarding public access. There is case law that concludes that the county commissioner's responsibilities are unique as well as other elected officials. All have executive powers as elected officials which are the same. Other elected officials can appoint deputy positions. Those responsibilities of commissioners are budgetary etc. A policy needs to be developed and it must be very detailed. Commissioner Farnsworth says everyone should bring together ideas and put together a general policy for the county. The cutoff date to hand in ideas to Emily is by the 23rd of April. These will be discussed at the next commissioner meeting on April 28th at 10:00 a.m.

Planning and Zoning-Naysha Foster

- **Report on Phone System**

Naysha reports on phone system she has enough money in her budget to replace the six phones in her department.

Mike O'Conner

- **Property Use & Zoning Question**

Mr. O'Conner gives background on his property which was used as a cabinet shop at 294 N. 3500 E. Rigby, Idaho. He reports a fire occurred in 2008. He was notified he had one year to reestablish the facility and he was unable to reestablish it to make it operable. He currently has an interested buyer to make this a wood working operation. Mr. O'Conner has been trying to sell property since 2010 and has not been able to do so. The buyer wants to restore the facility so he can reclaim the property. He would like it to be zoned as a commercial use property so the buyer can reestablish this building. Naysha was able to find documentation back to the year 1991 when it was zoned as agricultural or agriculture residential for allowance for a closed home business. In 2005 zoning ordinance was adopted to the present and it changed from agricultural residential to residential 5. In 2008 zoning did not change this. Naysha hands out an exhibit. Mr. O'Conner can apply for a zone change and a comp plan map amendment to change the zoning to commercial. The present land use is very specific to only allow the cabinet business to take place there. Commissioner Hegsted directs some questions to Naysha and also to Mr. O'Conner.

Motion is made by Commissioner Hegsted to allow an extension of the grandfathering status of this commercial property allowing 12 months from today's date on parcel number RP04N38E213251 , motion is seconded by Commissioner Farnsworth. All in favor-aye. Motion passes.

Robin Dunn leaves room at 2:29 pm

Employee Relations-Emily Kramer

- **CAI Employee Portal**

Clarissa from CAI is present via telephonically. Those present are handed a sample of what the employee portal would be. This software is included with what the county already has. Someone from CAI has already done a pre-analysis as for assuring the county has the proper software to have this employee portal. The only cost would only be an installation charge. This is a software program through CAI so the employees can go into this program and they can see their announcements, change personal information, direct deposits straight from payroll, view pay stubs, a payroll calculator, view and print their W-2's, and accruals where employees can access summary of balances of sick time, PTO, comp time and when it was used or gained. Links can be entered into this program to take you to certain websites that would be of help to the employees. Installation price is not available at this time although it is very minimal because county already has the CAI program. There are a few things that are required in order to have this installed, Clarissa will send more information to Emily and they should have the cost analysis by tomorrow.

**Motion is made by Commissioner Farnsworth to move forward with the installation of the CAI program if there is no cost; motion is seconded by Commissioner Hegsted. All in favor-aye
Motion passes**

Robin is present at 2:58 p.m.

- **Scheduling of Future Retirement Meeting**
Commissioners are in favor of scheduling a public meeting/training with PERSI for the employees to accommodate upcoming retiring employees.

Parks & Recreation-Emily Kramer

Moved until after storage bid, to keep bid opening on time.

Commissioners

- **Sheriff Storage Building Bids**
All bids have come in a timely manner; there are 5 bids being considered.
First bid is from JJ Enterprises LLC for the amount of \$59,040.76
Second bid is from Harold L. Harris Construction INC. for the amount of \$60,886.00
Third bid is from Campbell's Quality Exteriors \$39,578.00, asked for payment of \$3,000 down and then a monthly payment.
Fourth bid is from WEBCO Williams Economy Building Company for the amount of \$57,935.00
Fifth bid is from Cruz Brother's Construction LLC for the amount of \$45,947.00
**Motion is made by Commissioner Hegsted to grant the bid for the sheriffs storage building to Campbell's Quality Exteriors, (subject to public works number being cleared) in the amount of \$39,578.00 with a down payment of \$3,000.00, motion is seconded by Commissioner Farnsworth. Roll call taken: Commissioner Hegsted-aye, Commissioner Farnsworth-aye, Chairman Raymond-aye.
Motion passes**

Parks & Recreation-Emily Kramer

Moved after storage bid

- **Dock**
Emily informs the commissioners that there will be an additional cost with the dock that was previously approved to be installed at the lake. The cost price previously approved for the dock at the lake was \$13,362.37. The dock will need to have concrete weights; the cost with the concrete weights is \$13,534.81.
**Motion made by Commissioner Hegsted to approve the adjusted amount with the concrete weights for the docks in the amount of \$13,534.81; motion is seconded by Commissioner Farnsworth. Roll Call taken:
Commissioner Farnsworth-aye, Commissioner Hegsted-aye, Chairman Raymond-aye. Motion passes**
- **Fireworks Contract**

The Firework celebration this year will take place on June 28th. The fireworks are provided by Lantis for the amount of \$8,000.00 which is the same amount as last year. Entrance fees cover operating costs. Donations cover the fireworks cost.

**Motion is made by Commissioner Hegsted to make the down payment of \$4,000.00 for the firework contract in 30 days and \$4,000.00 10 days prior to the show; motion is seconded by Commissioner Farnsworth. Roll call taken
Commissioner Farnsworth-aye, Commissioner Hegsted-aye, Chairman Raymond-aye. Motion passes and contract is signed.**

COMMISSIONERS

- **Weed Dept.-Road & Bridge-Solid Waste-Work Agreement**

Mitch talks about the agreement that had been set with the road and bridge department as for doing vegetation management along the roadsides. Mitch request the commissioners read and review the agreement and the amounts in each of the agreements with both departments. When this is reviewed funds are transferrable because safety lube bill allows this funding to be used, federal and state dollars can be used.

Motion is made by Commissioner Hegsted to accept the noxious weed control for road and bridge for the amount of \$140,00.00 for roads and Solid waste department \$9,160.00; motion is seconded by Chairman Raymond

**Roll call taken: Commissioner Farnsworth-aye, Commissioner Hegsted-aye, Chairman Raymond-aye
Motion passes**

- **Snake River Basin Adjudication**

Chris Boulter is updating commissioners on this subject; she has the CDs in her office for the commissioners. She has information packets she can hand to the commissioners so they can review.

- **Solid Waste Fees**

Commissioners previously wanted to discuss the adding of in county fees or household fees. There are entities that are interested in purchasing the land fill property of the county. Commissioners would like to have a public discussion on the selling of the land fill property that belongs to the county. Chairman requests to have the matter of possibly selling the land fill property discussion publicly on the agenda for the next commissioner meeting set 28th of April, 2014.

- **Digital Recording**

Tabled for a future meeting

- **Retention Policy**

Tabled

- **Approve Claims**

Motion is made by Commissioner Farnsworth to approve claims dated from March 24, 2014 through April 11, 2014 in the amount of \$577,143.56 , motion is seconded by Commissioner Hegsted.

**Roll call taken: Commissioner Farnsworth-aye, Commissioner Hegsted-aye, Chairman Raymond-aye
Motion passes**

- **Approve Commissioner Meeting Minutes**

Motion is made by Commissioner Hegsted to approve minutes for March 24, 2014 as corrected; motion is seconded by Chairman Raymond.

Roll call taken

Chairman Raymond-aye, Commissioner Hegsted-aye, Commissioner Farnsworth-aye

Motion to approve March 28, 2014 minutes made by Commissioner Farnsworth; motion is seconded by Commissioner Hegsted. All in favor motion passes.

Penny Wheymiller requested minutes be changed for February 10th, 2014 to help with confusion on her side regarding the gate at Kelly Canyon. Commissioners all agree that they cannot change the meeting minutes to meet personal requests, minutes are as they stand, they can't be modified.

- **Sign Certificates of Residency**

No certificates of residency today

- **Shane Rhodehouse/Rhodehouse Construction**

Tabled- lead on subject, did not show.

- **Executive Session 67-2345(A) Personnel**

Motion made by Commissioner Farnsworth to go into Executive Session 67-2345(A) at 4:52 pm, motion is seconded by Commissioner Hegsted. Roll call vote:

Commissioner Hegsted-aye, Commissioner Farnsworth-aye, Chairman Raymond-aye. Motion carried.

Open session at 5:04

- **Public Works Administrator**

Emily collected public works administrator job descriptions from neighboring counties. They all have a lot of the same requirements. All counties request a civil engineering degree or a related field or equivalent of education and experience. Head hunters request 20 percent of the salary being offered. Commissioner Hegsted request that this be held until solid waste department is determined as for the possible sale of it. Commissioner Farnsworth says he would like for this job posting to begin. Chairman Raymond would like to wait as well to see what will happen with the landfill before proceeding with this job posting. Matter is to be put on future agenda on the 28th of April as public works administrator.

- **Culverts**

Road and Bridge staff was approached by a land owner asking if they could keep one of their salvaged culverts. Chairman Raymond states the board needs to set a standard procedure of operations as for how to do away with these culverts.

Commissioners say these culverts should be hauled off to the landfill to avoid causing accidents or hazards.

- **Mud Lake Health District Building**

Geri called and informed Chris to let commissioner know the shingles at the Mud Lake district building have been replaced but the hand rails still need to be replaced. Geri is wondering if the county can pay for the paint to paint the building and they will do the labor portion. She is also wondering about the maintenance of the weeds around the building. Will the Weed Dept. continue to do the same as in the past? Commissioner

Farnsworth states he will contact Geri as for making the hand rails and the painting. This could be an Eagle Scout project. If Eagle Scout project takes place individual will come to present his project to the commissioners before doing the project. Commissioners ask to have Jeff Geisler go out to the Mud Lake Health District Building and inspect a few rotting boards on building that have also been reported to them by Geri.

- **Discussion on Jail Inspection**

Cindy Malm from the Sheriff's association reports that most everything was going well after the jail inspection. She had concerns about the ceiling repair, camera in visiting rooms, and in library section of the jail. Sheriff reports the ceilings won't be repaired until the air conditioning system gets repaired so it doesn't need to be gone into twice. They would also like to identify exactly what is causing the problems and this might have to have to wait until the next year budget. The project for the cameras is expensive but it is being addressed and it may be done within a period of time. With budget constraints things might be held off for some time.

- **Disposition of Property Policy**

On agenda for next meeting agenda until further reviewed

ATTORNEY – ROBIN DUNN

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

Motion made by Commissioner Hegsted to go into executive session 67-2345(F) at 5:14 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 5:23 pm

Motion to adjourn at 5:23 pm by Chairman Raymond, motion is seconded by Commissioner Hegsted.

Chairman of the Board

Clerk of the Board

County Clerk