

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
JANUARY 25, 2021**

Meeting called to order at 10:02. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Mark Taylor, Emergency Management Rebecca Squires, Extension Office Lorie Dye, Park & Recreation Mickey Eames, Assessor Jessica Roach, Treasurer Kristine Lund, Planning & Zoning Kevin Hathaway, Probation Tammy Adkins, Sheriff Steve Anderson, Public Works Dave Walrath, Noxious Weeds & Invasive Species Mitch Whitmill, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Colleen Poole. Prayer offered by Mark Taylor.

DUE TO COVID-19 COMMISSIONER MEETING WILL BE HELD IN PERSON OR ON ZOOM.

JOIN ZOOM MEETING VIA WEB:	JOIN ZOOM MEETING VIA PHONE:
HTTPS://ZOOM.US/J/512530026	+1 253 215 8782 US
MEETING ID: 512 530 026	+1 301 715 8592 US

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

[10:03:00 AM](#) Chairman Hancock welcomes everyone to their staff meeting.

[10:04:21 AM](#) Public Works Dave Walrath can see on the agenda have a busy day today. Opening their crushing bids at 1:00 and have a work meeting with The Department of Commerce at 2:00. Not plowing much today are out cleaning up some areas. Others are out hauling for the Egin-Hamer Road. Just stopped off at the Willmore property with the appraisal for the right-of-way on the Annis Highway project. Contacted by Robert Ramsey who is doing the design and told him LHTAC is searching for additional funds. Need to have the Willmore's sign off on the appraisal. Solid Waste is business as usual.

[10:06:31 AM](#) Park & Recreation Mickey Eames starting to get going out there. Have passes being made. Working on the fee increase. Did have some comments on Facebook this weekend.

[10:07:30 AM](#) Planning & Zoning Kevin Hathaway said they are busy working on the capital improvement plan. Getting criteria to work on commercial and industrial subdivision.

[10:08:11 AM](#) Probation Tammy Adkins said they are business as usual.

[10:08:21 AM](#) Assessor Jessica Roach they are entering the property tax reduction and veterans programs. Still full swing on appraisals. Opened back up for walk-in service for the DMV. Been shutting down between 3:00 and 3:30. Knows the Commissioners have had phone calls they are doing the best they can. Working with ITD to get another computer then would be up to the Commissioners to hire another employee. Does not have the room to expand. Apologizes to the other departments. Trying to keep them out of the way. Doing the best they can. Commissioner Clark asked if the computers are up and running or is it taking more time. Jessica said the whole system takes twice as long. A simple renewal takes at least fifteen minutes. State would like to centralize all renewals and make them online. Association is fighting back on this because then the small counties would have to travel. Does not want that for their citizens. Has been in contact with the Governor's Office.

[10:11:21 AM](#) Treasurer Kristine Lund said they sent out delinquency notices. Will work with the Sheriff's Office in March. Catching up from December. Did have one property redeemed that was up for auction. Processing the 2017 tax deeds. Will schedule a hearing sometime in May. Do a lot of work on these prior.

[10:12:24 AM](#) Sheriff Steve Anderson they made it through the weekend without a suicide or homicide. Had over 9,000 calls of service last year. Jail numbers are going to start increasing. Asked if they have the ICRMP discounts. Colleen said these have not come out. Rebecca is not sure they are doing these this year.

[10:13:42 AM](#) Extension Office Lorie Dye said with the ag programs have been taught virtually. Joseph speaks Spanish well so he teaches these. The cooking classes she is holding off hoping they can do these with small groups in March. Livestock group the juniors took first over the weekend. They will go onto state. The fair dates and weigh-in dates have been set and will be sent out next week in their newsletter.

[10:15:17 AM](#) Emergency Management – HR Rebecca Squires reminds them they do still have a pandemic it is still stage two. Don't give up now. Have papers out and around. On this the top graph shows the profile from August until now. Rate is 11.7 per 10,000. The level to go down is 15 per 10,000. Have been at this rate for nine days. If they stay for fourteen days may be able to go down a stage. Usually try and go with whatever is most restrictive as far as guidelines. For the vaccines they are in group two. Asked Probation to let her know how many are in the group. If they want to be notified when the vaccines are available they will notify you. The more people that have immunity the less spread they will have. Colleen asked where they get a vaccine. Rebecca said Public Health or when they have a large group may be able to come here to vaccinate. On the HR side does not have anything just be nice.

[10:19:15 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill said their department does the snow plow maintenance. Snow has been less adequate this year. Are maintaining and upgrading their equipment. Have recertification credits they are taking for the applicators licenses. In the process of rulemaking so will be going to Boise for some hearings.

[10:21:07 AM](#) Public Defender John Stosich appears via Zoom. Appreciates their computer being put into the Jail library. Grateful for the help they have had. Still on hold for jury trials indicating this may be in March. Was appointed co-counsel on the capital roster. Shares the relief from the Sheriff that they did not have anything major happen this weekend.

[10:23:08 AM](#) Prosecutor Mark Taylor said the status of their second deputy he has visited the area and made an offer on a home. Will be experiencing a delay with the State Bar who has not been able to process his application as fast as we would like. This is delaying the licensing looking more like March 1 timeframe.

[10:24:17 AM](#) Commissioner Young said the Governor came out on the order that gyms can be at forty percent capacity. Put the Health District in a bad position. This falls back on the Health District but everyone is paying attention to the Governor. Had a meeting this morning. Went ahead in their plan to follow what the Governors does. Will see what the other Board of Health is doing. Some think it is time to focus on vaccinations and move forward that way. Sheriff Anderson asked if they have to redo this process there is a bill on the floor. Commissioner Young cannot answer that yet because they have discussed not giving this authority to the Health Board either. Any mandates then would come from the legislators.

[10:28:22 AM](#) Commissioner Clark said to report a little on the cloud seeding program. Has been with the lack of snow their water sheds are not stacking up. Hard to get any really opportunity to cloud seed. As he was looking last night not sure they will have that many storms.

[10:29:26 AM](#) Clerk Colleen Poole said the W-2s are going out will be hand delivered or mailed. Wanted to thank them for submitting their claims on time. Would ask that they continue to watch they are paying a lot of sales tax. When everyone does this it adds up. Amazon asks for the ST-101 or they register their county credit card.

[10:30:33 AM](#) Chairman Hancock thanks everyone for being here. Trying to keep busy have a lot going on. Updating a lot of different procedures within the county. Do appreciate everyone and their efforts. Knows that Jessica is a little frustrated but they will work through this. Has asked residents to be patient and do what they can online. Do have a big foyer out there so they should be fine.

PROSECUTOR – MARK TAYLOR

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

[10:31:57 AM](#) Mark said they are looking for authorization to get a credit card. Do not have one currently and would like to have one for purchases. Spoke with the Treasurer on this. Chairman Hancock asked the limit.

[10:32:55 AM](#) Kristine Lund thinks this makes perfect sense to have this for purchases. Most of their departments take advantage of using credit card. The one question she had was if this would be an office card or would they want an office card and one for Mark solely? This is up to them. Do set these at \$1,000 unless there is a specific need. Mark is not sure of a need for a personal one thinks one for the office would be sufficient. Kristine would ask for approval for both cards in case Mark changes his mind.

[10:35:35 AM](#) **Motion by Commissioner Young to issue two credit cards for the Prosecutor's Office one for the office and one in case the Prosecutor decides to get one with a \$1,000 limit. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **LEGAL COUNSEL: EXECUTIVE SESSION IC 74-206 – FOR PERSONNEL, HIRING CONSIDERATION, EMPLOYEE EVALUATION AND COMPLAINTS (1)(A) & (B), DELIBERATIONS ON LABOR NEGOTIATIONS OR PURCHASE OF PROPERTY (1)(C), TO CONSIDER EXEMPT RECORDS FROM DISCLOSURE (1)(D), TO CONSIDER MATTERS OF TRADE OR COMMERCE (1)(E), OR PENDING LITIGATION (1)(F) – (AS NEEDED)**

[10:36:38 AM](#) Mark is not aware of anything at this time.

COMMISSIONERS

- **DELTA DENTAL OF IDAHO SERVICE AGREEMENT - (ACTION ITEM)**

[10:37:01 AM](#) Colleen said this was reviewed by legal. Last one signed was in 2015. Chairman Hancock asked Mark if there were any issues. Mark does not issue an opinion on terms. It is a policy decision if they enter into these agreements. In this sense it is fine. Did not look at if the terms are good. This is beyond his purview. Chairman Hancock would like him to bring these items to their attention. Mark said this is not the same contract as 2015. Is a boiler plate with provisions nothing stood out as concerning. Commissioner Clark asked if this is the same amounts. Colleen said it is.

[10:39:26 AM](#) **Motion by Commissioner Clark to approve the Delta Dental of Idaho Service Agreement for Jefferson County. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

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

[10:40:17 AM](#) **Motion by Commissioner Clark to approve certificates of residency for the College of Eastern Idaho for Mary Briggs and Emreann Rico. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:41:54 AM](#) Audrey said that she was going through the bill and did not have a certificate for Lorie. In contacting the school it appears she turned this directly to the school. The school has asked if we would go ahead and approve this. It would be for fall 2020 and spring 2021. Chairman Hancock thinks they would have paid this had it been turned in correctly.

[10:42:02 AM](#) **Motion by Commissioner Young to approve paying College of Southern Idaho for Lorie Wagoner for fall 2020. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

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

[10:43:50 AM](#) **Motion by Commissioner Clark to approve commissioner meeting minutes from January 4, 2021 with noted changes. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **BLUE CROSS OF IDAHO AGREEMENT – (ACTION ITEM)**

[10:44:43 AM](#) Colleen said these have been reviewed by legal. Chairman Hancock asked Mark if there are any changes. Mark said nothing he was aware of. Commissioner Young said there were a few things Weston spoke about last year that they still had to move forward with. Rebecca noticed that the dates are 2020 on the Excess Loss. Chairman Hancock said they will cross this out it should be 2021. They have the Excess Loss contract this is if they have any claims over \$60,000 Blue Cross will pick this up. The other is the Administrative Service Agreement for Blue Cross to provide this service. This has gone down a slight amount. Mark saw these did not study them in depth. Just looking for anything that is unlawful. Not
Commissioner Meeting Minutes

January 25, 2021

looking at this with policy unless they specifically ask. Just looks for things that are problematic. As far as the terms or if this is a good policy decision he has not looked at that.

[10:51:46 AM](#) **Motion by Commissioner Young to approve the Excess Loss Contract with Blue Cross of Idaho Agreement from January 1, 2021 to December 31, 2021 have a correction on dates. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:52:28 AM](#) **Motion by Commissioner Clark to approve the Administrative Service Agreement with Blue Cross of Idaho Agreement from January 1, 2021 to December 31, 2021 have a correction on dates. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **APPROVE CLAIMS – (ACTION ITEM)**

[10:54:15 AM](#) Commissioner Clark said under building and grounds have a compressor. Chairman Hancock said this is for the Jail. Some of this is for the air locks on the doors of the jail. Concerned him they have a medical company that comes and checks the First Aid kit charges about \$200 a month. Mickey said they do fill this up and there is a lot more in this than a First Aid Kit. Chairman Hancock said if they don't fill this then it may not be worth it. Also have a big charge for gloves. Commissioner Young asked on the diesel for both Solid Waste and Road & Bridge. Chairman Hancock is not real sure on this may have to ask Dave. Commissioner Clark said both places have tanks. Commissioner Clark said they paid their dues for the Prosecutor. Mark said there is a deadline on dates when they apply could alter the fee schedule. Chairman Hancock said it is just different that they have three attorneys with different fee structures.

[11:03:47 AM](#) **Motion by Commissioner Clark to approve claims from 1/11/2021 to 1/22/2021 for \$271,951.95. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

PARK & RECREATION – MICKEY EAMES

- **PLAYGROUND EQUIPMENT – (ACTION ITEM)**

[11:05:58 AM](#) Mickey said that she has applied for a grant with Valley Wide and Broulims for some money for the playground equipment. Chairman Hancock said this is an issue with funding. Still have the water to purchase. Mark said he reached out for specifics and has not heard back. Chairman Hancock said one is the ownership. Mark said it differs if they are members or not. Have not heard back on this. Need to know who the seller is. Need to know how this rights are held because this differs. Mickey said once they know on this then they can move forward. Commissioner Clark asked if there is a timetable on this. Mickey said they would like to know would like this put in before they open in May. Not in a huge rush would know better on these grants in about sixty days. Also thought about having the county buy this and pay it back. Chairman Hancock said they have tried hard to not use tax money to operate the lake. This is why they are hesitant on this. Did see the email on this that they will post the opening. Chairman Hancock said they need to move the hearing until February 22 due to not having a quorum on February 16.

ASSESSOR – JESSICA ROACH

- **AG 5 ACRES AND UNDER APPLICATIONS – (ACTION ITEM)**

[11:13:57 AM](#) Chairman Hancock said he reviewed all of these there is one that did not have proof of income.

[11:15:02 AM](#) **Motion by Commissioner Clark to approve ag under five acres for Alex Owens parcel #RP006540010030. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:16:09 AM](#) **Motion by Commissioner Clark to approve ag under five acres for parcel #RP04N39E230940 for Michael Smith. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:16:41 AM](#) **Motion by Commissioner Clark to approve ag under five acres for parcel #RP002830010150 for Roger Raymond. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:17:05 AM](#) Commissioner Young said with Cheryl Messenger will need to have the income of \$1,000. Chairman Hancock said they have until April. Colleen said that she can send out the letter with the others.

- **TAX EXEMPT APPLICATIONS – (ACTION ITEM)**

[11:20:02 AM](#) **Motion by Commissioner Clark to approve tax exempt applications for Great Feeder Canal Company parcel #RP04N40E361334 and #RP04N40E364300. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:20:52 AM](#) **Motion by Commissioner Clark to approve tax exempt applications for Ririe Senior Citizen Center for parcels #RPB0175007017A, #RPB0175007023A, #RPB0175007020A and #RPB0175007021A. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:21:32 AM](#) **Motion by Commissioner Clark to approve tax exempt applications for Community Baptist Church of Mud Lake on parcels #RPC00000213020 and #RPC00000213050. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:21:59 AM](#) **Motion by Commissioner Clark to approve tax exempt applications for West Jefferson Senior Citizens on parcel #RPC00000179509. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:22:33 AM](#) **Motion by Commissioner Clark to approve tax exempt applications for enterprise Canal Company parcels #RP04N40E368240, #RP04N40E319020, #RP04N40E333490 and #RP04N40E333500. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:23:11 AM](#) Chairman Hancock said that he saw a lot of information on EICAP do they qualify for this. Jessica said they do they were approved on the long form then each year they fill out this short form.

[11:23:11 AM](#) Motion by Commissioner Clark to approve tax exempt applications for EICAP Partnerships for parcels #RPD0000320991 and #RPD09500010010. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[11:24:53 AM](#) Motion by Commissioner Clark to approve tax exempt applications for Ririe Chapel for parcel #RPB0175024029A. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[11:25:15 AM](#) Motion by Commissioner Young to approve tax exempt applications for parcel #PP04N38E13062 for Bethel Independent Church. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[11:25:33 AM](#) Motion by Commissioner Young to approve tax exempt applications for parcel #RPC00000179303 for West Jefferson Lions Club. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[11:25:56 AM](#) Motion by Commissioner Young to approve tax exempt applications for parcel #RP08N33E351960 for Montevue Canal Company. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[11:26:18 AM](#) Motion by Commissioner Young to approve tax exempt applications for parcel #LR04N41E284002 for Kelly Canyon Ski Patrol. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[11:26:44 AM](#) Motion by Commissioner Young to approve tax exempt applications for parcel #RPA0005010005E for Rigby Community Presbyterian Church. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[11:27:09 AM](#) Motion by Commissioner Young to approve tax exempt applications for parcels #RPD0221019024A and #RPD0221022001A for Roberts Community Church. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[11:27:48 AM](#) Chairman Hancock appreciates this information ahead of time.

Recess - Issue with audio
Open session 11:30

PLANNING & ZONING – KEVIN HATHAWAY

• WAZY COMMERCIAL PARK – FINAL PLAT – (ACTION ITEM)

[11:31:09 AM](#) Chairman Hancock said they had some questions. Commissioner Clark asked if the access is a private drive. Knows it says some about having a right-of-way. Jenny said this is on the plat. Chairman Hancock asked if they are three and under. Will there only be three on this access road. Kevin said one accesses off the county road. Chairman Hancock said when some of these things were done in years past met the zoning requirement. Now have non-conforming lot splits. Kevin said some of these are pieces that have dual zoning. Hoping to correct this when they do their zoning update. Some were changed because it looked like it should be that way. Some were changed commercial by the corridor. Have multiple zoning on parcel. Chairman Hancock said this was an Ag-10 and Commercial-1. Commissioner Clark said they talked about this in the minutes. Chairman Hancock said there were several questions if they were going to create water for these people. Left the application blank. Was this satisfied? Been requiring them to address this in the plat that they will not use water. Commissioner Clark thought there was not going to be any irrigation. Chairman Hancock was not sure if there was a statement on this. Kevin said these are commercial. One is an RV storage and trailer storage. Jenny said there is an irrigation certificate note on the plat itself. "Water rights and assessment obligations of 31-3805 are not appurtenant to the lands included with this plat. Chairman Hancock said they do not have any water rights then. Probably not going to do anything special there. Commissioner Young asked how they will water this. Chairman Hancock said they will not. Kevin said this is storage area and a shop. Commissioner Clark said they already have trailer storage. Chairman Hancock asked if the trailer storage out there is part of this. Kevin said this is cleanup for what they are already doing. Chairman Hancock asked on the gravel pit. Kevin said this is separate. Chairman Hancock is asking where they access one of the lots is a county road and the other two are the private access. Discussion on the plat and where the access is. Chairman Hancock asked to see where the lots are. Can see where Toomer's building is at. Jenny said the easement is to access those two upper lots. Chairman Hancock wants to make sure they understand this. Asked about Rhodes Commercial Park. Have four lots. This is his concern all along. Are they granting something they should not since they have four lots? Commissioner Young said these are not buildable right now. Chairman Hancock asked if this makes a difference.

[11:44:04 AM](#) Kevin said that the pit was there before and is not heavily used. Chairman Hancock said this is heavy use when they haul out of there. Commissioner Young asked if this is public road. Chairman Hancock said this is a private access. Need to see how many are accessing this the limit is three. This is four accesses. Kevin said they have a sixty foot right-of-way. Commissioner Young said this is the only way to get to the gravel pit. Chairman Hancock points this out to make sure they are not doing something they shouldn't Commissioner Young said they need to follow their own ordinances. Kevin said the way this is composed they do not have access. Chairman Hancock said Rhodes Commercial division three shows this is their access. Commissioner Young said the lot one block two accesses a county road. Kevin said the egress was done before. Just using the lot that accesses off the county road.

[11:47:39 AM](#) Kevin said the egress was done before. Just using the lot that accesses off the county road. Kevin said the back lot is not used would be off of lot 1C. Chairman Hancock said this shows on the plat and points right to this easement. Commissioner Young said it ties this lot to

this access. Jenny said that with the gravel pit they have four. Chairman Hancock said that is why he is concerned. It ties in and uses this same access. Does not want to set a precedence. Commissioner Clark thinks they need to look at the roads maybe they have a different road. Chairman Hancock said they may have another road. Is just looking at the plat. Commissioner Young said this is four lots.

[11:49:50 AM](#) Kevin said this is ag zoning. May be similar to a farm. Is not sure they would count this the same as a home. Commissioner Clark wondered but is not sure the gravel pit would count. If this was a farm it would not count. Commissioner Young asked if this is only residential. Kevin said this would change if they did something different. Chairman Hancock said the problem will be down the road when someone wants to build. Kevin said that is why they asked for a sixty foot easement in case this needs to become a county road.

[11:51:40 AM](#) Mark comments the way the land is used today does not predict the future. Absent of something in the deed. Someone could fill in this hole and build on it. Would follow their rules unless there is something in the deed itself. Chairman Hancock said they would have to put in a road to meet their standards. Kevin said that is what would happen when they ask for a permit. Commissioner Clark said they would like to see some clarification.

[11:54:30 AM](#) Commissioner Young said he is okay with this there is only three lots there. Commissioner Clark agrees may need some clarification. Commissioner Young said maybe they should wait for the further information. Chairman Hancock would recommend maybe driving out and looking at this. Will table this for now.

- **UPDATE**

[11:56:59 AM](#) Kevin talks about numbers. Inspections are up from last year. See in the other report can compare this in the folder report. Been increasing. Vern compiled this data. Then they can see the big picture better. Continued inspections during COVID. Been functioning as much as normal. Have updated the comp plan and subdivision ordinance. Developed the capability to take plans electronically. This has been well received. It is actively used by the developers. Updated and modified iWorQs software to be more responsive and useful. Been through a major modification of forms that they use. Training Tyson the Code Enforcer to be a certified building inspector. Had a productive year and are on track. Working hard to get the capital improvement plan done.

[12:00:18 PM](#) Chairman Hancock has noticed when the Commission meets would be nice to give them the information they discussed before they vote. Just got the comments from their subdivision discussion. Kevin said they should be getting the written decision. Chairman Hancock said these are so far behind when they meet. Kevin said they write them then they have to wait for approval at their next meeting. Chairman Hancock said maybe a copy before they are approved. Kevin is glad to do this as long as they realize they could have changes. Chairman Hancock noticed as he read through comments on the subdivision ordinance there were a lot of comments he would have liked to have seen before they bring something for a vote. Just got this last week and they have already passed this. Kevin said they addressed the same items. Chairman Hancock said there was a lot of the exact same questions. Knows that Erik was able to answer these.

[12:02:59 PM](#) Chairman Hancock said they have a commercial and industrial subdivision ordinance. Kevin said they are gathering this information. Looking at other jurisdictions. Chairman Hancock knows Bonneville County has this. The other question they asked to develop a trailer placing permit. Right now they use a building permit there are a lot of things that do not apply. Kevin said he can check with Erik. Chairman Hancock said they do not require foundation but need anchoring to the ground. This is not the same as a home. Kevin said they have different restrictions on installing this but do not want to treat this as a different class of home. Thinks they are dealing with this.

[12:07:32 PM](#) Kevin asked if they had any other questions on this report. Chairman Hancock said this is data. Kevin said looking into the 2020 statistical have the building permit evaluations. This is their building permit valuation. This is based on what they charge for the permit. Shows the amount of plats that have been completed. This is trending the way it should. The code enforcement is working. This indicates they are correcting these issues. Chairman Hancock said this is nice to have it in one place.

[12:12:21 PM](#) Recess until 1:00

Open session 1:00

[1:01:14 PM](#) **Prosecutor Mark Taylor is not in room**

PUBLIC WORKS – DAVE WALRATH

- **CRUSHING BID OPENING – NOTICE OF AWARD - (ACTION ITEM)**

[1:01:14 PM](#) Chairman Hancock said they have a bid opening. Have one from Brett Price Excavating, Mickelsen Construction out in Blackfoot and Western Construction for crushing at the Crystal Pit.

[1:01:44 PM](#) Chairman Hancock starts with Western Construction. Have approximately 10,000 ton of 5/8 aggregate at \$5 a ton for a total of \$50,000. Approximately 10,000 ton of ¾ A aggregate at \$3.85 per ton for a total of \$38,500. Approximately 5,000 ton B rural at \$16 ton for a total of \$80,000. Approximately 2,000 cinders at \$8 ton for a total of \$16,000 Mobilization cost is \$37,722. Total bid price is \$222,222. Have signed this have a public works license have the bid documents it looks in order. Does not see any issues with this bid.

[1:04:12 PM](#) Mickelsen Construction out of Blackfoot. Have a request of a completion date of May 31st request. Dave said they have already amended this to May 31. Approximately 10,000 ton of 5/8 aggregate at \$15.30 a ton total of \$153,100. Approximately 10,000 ton of ¾ A aggregate at \$15.30 a ton for \$153,100. Approximately 5,000 ton of Rural B at \$62.52 a ton for a total of \$312,600. Approximately 2,000 ton of cinders at \$14.99 for \$29,980. Mobilization cost is \$98,566.29. Total bid \$747,346.29.

[1:07:08 PM](#) Brett Price Excavating has approximately 10,000 ton of 5/8 aggregate at \$4.50 a ton for a total of \$45,000. Approximately 10,000 ton ¾ A aggregate at \$3.75 ton for \$37,500. Approximately 5,000 ton B rural at \$17.75 a ton for total of \$88,750. Approximately 2,000 ton of cinders at \$9.50 a ton for a total of \$19,000. Mobilization fee of \$25,000. Total bid \$192,750.

[1:09:07 PM](#) Dave said the low bidder is Brett Price Excavating at \$192,750 next is Western Construction at \$222,222 and third is Mickelsen Construction at \$747,346.29. Will review these then send out a notice of award and will work up a contract.

- **ROAD & BRIDGE EMPLOYEE LEAVE DONATION – (ACTION ITEM)**

[1:11:33 PM](#) Dave said a few weeks ago had approval of donation. Would like to do another eighty hour block. Individual is in a truck today is only doing part days.

[1:12:04 PM](#) **Motion by Commissioner Young to approve donation of hours to employee #608 from employee #778 for ten hours of PTO, employee #788 for five hours of PTO, employee #710 for ten hours of PTO, employee #792 for ten hours of comp time, employee #446 for ten hours of PTO, employee #333 for ten hours of PTO, employee #556 for five hours of PTO and employee #276 for twenty hours of PTO for a total of eighty hours. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **UPDATE**

[1:13:47 PM](#) Dave mentioned in the staff meeting he stopped and spoke to the Willmore's on the appraisal. They wanted to make sure the fence would be taken care of. Went and looked at the plans and this will be taken care of. Does not think they will have any other issues.

[1:15:34 PM](#) Commissioner Young asked a question on fuel did not realize they had tanks at both locations. Dave said they do. Found out they may be able to put in a dispensing system out at Solid Waste. Chairman Hancock asked on the \$400 for gloves. Dave said they go through a lot of gloves. Chairman Hancock asked if the medical expense is worth the amount each month. Ask him to look into these. Dave said they have vendors that come and check this. Ranae takes care of all of this. Will check with her.

COMMISSIONERS

- **LEGAL COUNSEL: EXECUTIVE SESSION IC 74-206 – FOR PERSONNEL, HIRING CONSIDERATION, EMPLOYEE EVALUATION AND COMPLAINTS (1)(A) & (B), DELIBERATIONS ON LABOR NEGOTIATIONS OR PURCHASE OF PROPERTY (1)(C), TO CONSIDER EXEMPT RECORDS FROM DISCLOSURE (1)(D), TO CONSIDER MATTERS OF TRADE OR COMMERCE (1)(E), OR PENDING LITIGATION (1)(F) – (AS NEEDED)**

[1:20:21 PM](#) **Motion by Commissioner Young to go into executive session (B) – Personnel. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[1:54:05 PM](#) Recess

[1:55:26 PM](#) Prosecutor Mark Taylor is not in room

Open session 2:00

COMMISSIONERS – PUBLIC WORKS – DAVE WALRATH

- **WORK MEETING – U.S. DEPARTMENT OF COMMERCE – 2100 E.**

[1:58:49 PM](#) Zoom – Chris LoBosco (EDA) – Ben Burke (Horrocks Engineers) – Carleen Herring (EDA) – Eric Verner (Environmental Horrocks) – Ted Hendricks and Calisa Olinquevitch (The Development Company)

[1:59:51 PM](#) Chris said Federal employers are having them work from home. If they can do it they feel this is the safest way to make this happen.

[2:05:25 PM](#) Chris introduces himself he is with Economic Development Administration. Is a civil engineer is here to make sure the county uses their funds the best way possible. Knows some work has been done. Can broaden this conversation as needed. First would like a cursory review of the drawings. What percentage of design are they at?

[2:06:26 PM](#) Ben Burke said they are at fifty percent design. Chris said they are trying to accommodate number sixteen on the grant. This is evidence of good title. They needed to show the right-of-way in place. Knows this was being worked on. Wants to understand the legality of structuring this project.

[2:07:30 PM](#) Dave said last December they went through the legal process of a validation hearing. Sent out notices to adjacent property owners. Had to advertise for a month. Had a hearing on January 4. Went through the hearing process with no objections to their validation. On January 19 Board of County Commissioners signed a roadway validation statement it was also recorded. Now it is legally a county road. Chris thinks they have completed this if it was recorded. Is not allowed to reimburse them until this item was done. Chairman Hancock said his only point is they have satisfied this and will provide this. Wants to know if there are any other documents? Chris will provide a template for legal opinion. Will also provide a template for the engineer to make their opinion. The components would be inside of this right-of-way.

[2:10:41 PM](#) Chris said the next award condition is number twenty-six final design activities. EDA has asked before they move forward anything past 60%. A submission to satisfy the National Environmental Policy Act is submitted so EDA can make determination and greenlight them for this portion. Would like a general conversation if this is on the radar.

[2:11:37 PM](#) Ben is here with his boss Kelly Hoopes. Eric Verner is also on he is the environmental planner. Eric said they will be doing this document. Gone to the website and EPA had a simple form. Just needed to know what needed to be sent to them. Is there a form or a checklist or just free form this? Chris said no he will put him in contact with their Regional Environmental Officer. They will do this analysis. Do they have any category exclusion? Eric said there are no wetlands. Has verified that there is nothing else out there. Chris will get them in touch with their environmental officer and templates for this process. This needs to move quickly since they are almost approaching final design. Eric said they can speed this through Ben has a good footprint. Would be a matter of filling this out and sending this off. Chris said EDA is pretty swift for a federal agency.

[2:14:03 PM](#) Chris said the last item is for Ted Hendricks group. When they started this they asked for funds for implementation and construction. Advised against this at that time. Did not feel they had a sound basis on the cost. In general is curious if any work has been done and if

they have understanding on what this could potentially cost or if the county could move forward with a construction application for funding. Carleen will help with this process. Chairman Hancock thinks they have pretty good ideas. Dave does not have the information in front of him.

[2:15:13 PM](#) Ted Hendricks said on this process had got off the meeting somehow. Started talking on the forms for a legal document for the right-of-way. The request on the updated budget are they still available to amend the current application or will they be submitting a new one. Chris said he will let Carleen guide them. His instinct would be a brand new application. Points out if they can get a few of these things done and get a good construction document together EDA would at least consider their application. Wants to make sure that during their prescriptive easement process they did not threaten anyone. Just wants to make sure there was no public response.

[2:18:14 PM](#) Chairman Hancock asked if they wanted to address cost. Chris said he is available for questions. Ben said he has his plans. Has some revisions from Dave. Has this set up for the traffic control. Submitted plans to the utility companies is not expecting anything to be relocated. Has one resident that lives on this four mile stretch and was excited for this to be paved. Not just that but for the drainage issues to be fixed.

[2:20:27 PM](#) Chris said this hits all of the items they were looking for. Kelly does not believe there are any endangered species. Chris asked if the commissioners or anyone else has any questions. Chairman Hancock said they just want to get this moving. Chris said they have some action items will be touching base on a construction project. Will then help both parties with environmental submission and evidence of good title.

[2:21:59 PM](#) Calisa works with Ted Hendricks looking at the special award and they owed them a progress report as of the 15th how would they like this submitted. Chris said for design whatever she and Ben coordinate. A lot of this is not applicable. Please submit quarterly even if there is nothing to report. Chris said this is an 80/20 sharing situation. In general they are in good financial shape to pay for the design. Dave said this should not be an issue. Construction have thrown out doing in-kind for their share of the match. Chris said this is more complicated but they can do this. Ted said it would be a combination of in-kind and cash. Has some information in their first application.

[2:24:41 PM](#) Chris makes one point clear they were under a Disaster Declaration these funds are gone. There may be value to them not starting the application. These may not still apply. Wants to make sure they can still do this for 80/20.

[2:26:19 PM](#) Chris said he spearheaded separating out design and construction. Will sit down with Carleen to find the best path forward.

[2:26:45 PM](#) Chairman Hancock appreciates everyone's time.

[2:27:04 PM](#) Dave said they are looking at about four million for construction. What he did was went to recent projects from ITD. Pretty confident in this estimate. Chris asked in-kind what can the county provide. Dave said they could provide the paving. Ben said they have two groups in his estimate. The work for contractors and work for the county. Ted said they still have opportunity to match federal money from the state. Dave said that would be his preference. Chairman Hancock thought they already approved a portion of this from the state. Ted said they had some money for the design but construction will be a whole other project. Need to get a better scope of work and cost estimate. Chairman Hancock said they will move forward with this. Thanks everyone for their time.

[2:36:48 PM](#) **Motion by Commissioner Young to adjourn at 2:37. Second by Commissioner Clark. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date