

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
APRIL 4, 2022**

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

JOIN ZOOM MEETING VIA WEB:
[HTTPS://ZOOM.US/J/512530026](https://zoom.us/j/512530026)
MEETING ID: 512 530 026

JOIN ZOOM MEETING VIA PHONE:
+1 253 215 8782 US
+1 301 715 8592 US

COMMISSIONERS – SHERIFF – STEVE ANDERSON

• **JAIL INSPECTION**

[9:02:43 AM](#) Commissioners, Colleen Poole and Audrey Moon head to jail inspection. Met by Sheriff Anderson and Captain Nora Ortega. Nora mentions they have an issue with their washer and dryer. So to keep up on the laundry they have the other machine running constantly. Travis is working on getting some parts. These were put in when they came over to the new building in 2007. Head toward the kitchen. They have three inmates cleaning up. The area is very clean and in order. Head into the control room. Deputy Clarkson stated they have eighty-four inmates. Sixty-seven males and seventeen females. Have seven local, forty-one from Idaho Department of Corrections, thirty-two from US Marshalls and four from other counties. Head out into the sallyport area. This area has their transport vans. Sheriff Anderson said they have had some turnover with how much other places are able to pay. Go out through Dispatch and the Sheriff's Office.

[9:45:49 AM](#) Chairman Hancock said they are back from their inspection. **(Exhibit A)**

ASSESSOR – JESSICA ROACH

• **TINY HOMES – HEISE – SOLID WASTE FEE – (ACTION ITEM)**

[9:46:15 AM](#) Jessica said they have tiny homes out in the Heise area. These are rented out part of the year. Is here to see if they should still apply the solid waste fee to these. Chairman Hancock said if these are occupied and being used he thinks they should be charged a fee. Commissioners all agree that the fee should be charged.

• **TAX EXEMPT APPLICATION – GRAND TETON COUNCIL – (ACTION ITEM)**

[9:47:28 AM](#) Jessica said based on their map they have ten acres that is being rented. Buildings the fort building \$40,000, old house \$83,600, cabin trade center \$56,200 and then the ten acres at \$180,000 are being rented. Total value of \$359,800 that is being rented. Chairman Hancock asked if they have talked to them. Jessica said they have not. Knows that Clarke was out there when Jeremy went and looked at this. Chairman Hancock said it does state they can tax these portions. Jessica said it was Mark's interpretation that buildings that were rented is the whole value. Mark said correct these are not pro-rated.

[9:49:47 AM](#) Chairman Hancock said they originally wanted this totally tax exempt. Commissioner Clark asked about how much is left if they use the ten acres. Jessica does not have the packet with her Jeremy still has this? Commissioner Clark said all the buildings are used. Jessica said only three buildings are used thinks they have four additional. Commissioner Clark asked if this is fifty percent. Jessica said building wise they are over but less than on the land. Commissioner Clark asked moving forward what they do. Chairman Hancock said they need to determine the amount to exempt. Commissioner Clark is this on a percentage base. Chairman Hancock said they wanted one hundred percent exempt. How do they determine the percentage if they do not know the total value. Or do they just list the tax value at \$359,800. Jessica said that is how they approached it. Commissioner Clark just thought they would be looking at a percentage. Would be nice to know the estimate on the property. Rebecca pulls up the parcel map. Chairman Hancock said this is 31.95 acres. Jessica said the land can be divided out if they take out the ten acres. Chairman Hancock said this is \$18,000 an acre so this is close to fifty percent. Thinks they will do this against the value.

[9:54:47 AM](#) **Motion by Commissioner Clark to approve tax exemption for Grand Teton Council will give a value on parcel #RP05N39E330026 of \$359,800 and the rest will be exempt. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

• **SITE EXEMPTION – (ACTION ITEM)**

[9:56:16 AM](#) Jessica has a site exemption for Eagle's Rest that is east of the fire station north of 400. Some of these parcels that are listed have now sold. As soon as they get the deeds they will be taken off. The ones in yellow are the ones being applied for. Chairman Hancock asked if this is because it has not been developed yet. Jessica said yes they are just starting with improvements. These lots get valued at twenty percent of market value. Do not have the values yet. Chairman Hancock said they just want the authorization to do this and she agrees with this. Jessica said as long as the parcels are still in a developer's name they qualify.

[9:58:41 AM](#) **Motion by Commissioner Young to approve the site exemption for Pacific Holdings LLC as per the attachment. (Exhibit B) Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:00:17 AM](#) Jessica said on Grand Teton should the house have solid waste also. Commissions think it should if it is being used.

COMMISSIONERS

- **COMPRESSION BRAKE ORDINANCE**

[10:00:50 AM](#) Chairman Hancock asks Dave to come up. Dave asked if they saw the email he sent. Chairman Hancock did not see this. Dave has the locations for this as the Menan-Lorenzo Highway from 4000 E to US-20, Yellowstone Highway from County Line Road to 200 N, Yellowstone Highway from 500 N to 600 N, County Line from Yellowstone Highway to 4000 E, 4700 E from 50 N to 250 N and Bassett Road from County Line to 200 N.

[10:01:59 AM](#) Chairman Hancock said they will have to approve these locations. Will have to publish the ordinance with these specific areas. Knows there have been people interested in this. Thinks this will solve most of the issues that they have. Chairman Hancock asked Mark to get these locations to Gus who had the ordinance ready. Just needs to insert these then they can get ready for a public hearing.

FACILITY COMMITTEE – REBECCA SQUIRES

- **FACILITY PLANNING & ARPA ALLOCATION – (ACTION ITEM)**

[10:03:52 AM](#) Rebecca did not get anything specific ready for this meeting. Do have other representation here if they have any questions. Chairman Hancock said they received an anonymous letter regarding the building. This is three pages long. This is a concern not sure how many residents because no names were signed. Just wants them to know they have some opposition with the public. Rebecca said anyone can write an unsigned letter.

[10:05:44 AM](#) Commissioner Clark said his thoughts he is concerned about building. Went and met the courts. They are definitely in need of space. Thinks even if they went ahead with this they are a year to two out. Thinks they need to look at what they can do today to alleviate the crunch. Look at some other options. Have a bit of time to work on this project. Really need to look at the costs. Even with ARPA money they would still need more. Do have other needs. Road & Bridge did actually have a loss of income. Would like to use this building some.

[10:07:13 AM](#) Commissioner Young said as they went through the courts. There is no question they need more room. Not sure where there is room for them to expand to. Building a new building is not fun but is not going to get any cheaper. The overhead to support a new building is coming from their increase in population. Does not think levy rates would go up. Know that citizens are concerned with costs and overhead. Might be able to work on immediate needs for a year or two. The ARPA funds will not always be there. May need to address what they want to allocate to Road & Bridge and Weed Department. Commissioner Clark said they need to get back with Central Fire on an ambulance. Commissioner Young thinks they really should look at this first and then see what is left over.

[10:09:01 AM](#) Rebecca is not sure if during their tour in the courts if they discussed any options they explored. Will go over some she is aware of. The staff attorney has an office in the annex. Some of the other options one was to re-task a courtroom for office space. Would require some remodeling. Use the bench area for public interface. It was discarded because they are going to need the courtroom but that might be a temporary solution.

[10:10:16 AM](#) Court Supervisor Jill McElligott said along with that situation that does not really increase their space. It is a different shape. Chairman Hancock asked on the arrangement they did come look and appreciate them showing this. Do they have to have the person collecting fines in the same place as the rest of the clerks? Jill said they also do other work. They are all cross trained to cover several functions within the office. Commissioner Young said they do not collect fines all the time. Jill said there are other items in their job descriptions. Chairman Hancock said they need some counter space to take the fines. Jill said they need to be able to communicate with each other. May need another's input. Really need that open area for communication. They all need to be together. Courts Nikki Sharp said they are always interfacing all day. Clerk Colleen Poole said the concern with remodeling they will need that courtroom once they have a new Judge. Chairman Hancock does not think this is a good option.

[10:12:39 AM](#) Rebecca said they could maybe have more secured storage and move that downstairs. Not sure how much space this frees up. Chairman Hancock said they have moved most of this to the hallway. Rebecca said they went through a process and identified the gaps. The uses for ARPA funds are broad and wide ranging. Approach was to identify gaps so they are not tossing coins at different issues. Realize this is a struggle with decisions that need made. The facilities needs are a main gap. Commissioner Clark said even if they moved ahead today they are still years out. What can they do to meet these needs today? Can they put them all in the basement? There needs to be some options. They have this facility here. Really need to see what can they do today? They are two years out. Nikki said her thought is if they were to start going forward they will not have a new Judge immediately this will take some time. Would have to make do. Hate to spend money to Band-Aid this for short term. Could make due if they know this is in progress. Colleen said her concern is with the ARPA money if they do not spend for a couple of years then this has to be returned. Rebecca said committed by 2024 and expended by 2026. Colleen said they just don't want to have to pay for this and return the money. They have PILT money. Just thinks otherwise they are putting a Band-Aid. Nikki said a concern in the basement is they see people on their worst days. Being in the basement without an escape scares her a bit. It's not as easily exit able as where they are now. Jill feels the courts should be accessible. Really cannot imagine being in the basement. Just not sure a Judge would want to go to the basement to find them. Not sure that is acceptable and just does not know another solution. Has a bigger group they have to take.

[10:17:10 AM](#) Colleen said they talked about putting anyone with public traffic and the courts do. Commissioner Clark said they would survive without making any changes for the next year or two. Commissioner Young said the big crunch will come when we add another Judge. Jill said they have started going back to in-person court as of Friday. Been doing mainly Zoom sessions since COVID. Chairman Hancock said they have a lot to think about. Not sure they will have a resolution today.

[10:18:34 AM](#) Assessor Jessica Roach said depending how they decide to go forward. For her office knows that not every day is like this but Friday was aggravating. The DMV is outgrown four spots on the counter. Has five clerks with four stations on the counter. Had a supervisor and a clerk sitting close trying to help two customers. In a short term thing still may want to build dividers to the counter and a wall. Then have an additional counter because on the Assessor side doesn't even have a counter. Chairman Hancock thought they were putting this in. Jessica said she could

never get someone come in to do this small job. Something needs to happen for their side with Treasurer, Motor Vehicles and Assessor that could still serve as a long term solution to provide more privacy. This time of year they are helping multiple customers all day.

[10:20:52 AM](#) Commissioner Clark said not to get him wrong when he says this. Just they look at the economy today. It is kind of tough here. Have a hard time obligating the county for another four or five million. They do have space here. Do have some good facilities and realizes they are a little tight and growing. Not against building if the need is there. Just a big undertaking. Do not want to raise taxes. Looking at the COLA and how high this going up there will be no way they cannot raise taxes. Then adding a building would add more maintenance costs. This is a big decision. Their input is good to get all of this information as they move forward. Thinks they just need to keep going forward to see what they can come up with.

[10:22:55 AM](#) Commissioner Young thinks they need to determine what they have to do first with the ARPA funds. Need to make some decisions toward Road & Bridge. To maintain services at the current level in last three years have had a 1,000 homes built and these all need services. Does not think this will raise the levy rate. The issue will be the inflation rates are going to be hitting them to stay up on the cost of living. Does not think they will feel an effect of a new building. Need to see what they can do here first. Leaning more toward a new building himself. Knows that the public may not like it. Colleen said they do not want to wait years when they have this money available. Rebecca said it is not legal to bank it.

[10:24:28 AM](#) Mickey asked when the bond on the courthouse is paid off. Chairman Hancock said in September or first of October. Colleen said this is not a bond. Mickey was wondering if this would offset some of these costs. Mickey said that area would be so much larger for the courts if they could build.

[10:25:35 AM](#) Rebecca said they have identified gaps. There still some discussions that may need to take place. What information do they require in order to make a decision? They will chase down that information. Chairman Hancock said they need to do more investigation on their own as Commissioners. Move this out another two weeks and talk about this again. Commissioner Clark would like to see square footage costs. Get a better estimate of what this will cost. These have been all over the place.

[10:26:29 AM](#) Treasurer Kristine Lund said that she is really frustrated with this. Was it the board that asked Rebecca to put this committee together? This had a lot of elected officials and department heads. Her time is valuable because it is paid by the taxpayers. Is fine where she is at. What is happening is affecting them. Then to take time to go to these meetings that are not important. Magistrate has huge needs that are not being taken into consideration. Was not really taken into consideration in either building. Getting into a situation where they have liability to their employees and public. They have taken a lot of time on this. This identifies the needs of overcrowding in the DMV. People need a space to gather to do their business. Feel like she is not sure why they did these meetings.

[10:28:30 AM](#) Chairman Hancock said they had these because they were doing an assessment of all the needs of the county. Looking if they could use the ARPA money to alleviate some of these issues. Looking across the board at needs along with future needs and maybe taking some money to help alleviate some issues that are out there. Is not saying they do not need another building. Really have to look at this carefully. They do not know exactly with the costs would be with these fluctuating all over the board. Kristine said that is not going to change. Chairman Hancock said they will have to expect some escalation on costs. Really do need to look at this. Kristine said they have a big gift and she would like this to hit the biggest needs. There is a lot they can budget for. Road & Bridge is a levying district. They do have ways to take care of some of those needs. Have a lot of different avenues they can look at. Commissioner Young was at these meetings. So she does not feel like her hours were wasted and disregarded. Would like to know what the board is planning to do to move forward. Instead of slowing down feels they need to speed up. They have been looking at this since October. Costs are not going down. Would like to know how the board will engage and help them move through these needs. Does not have a dog in the fight she is fine where she is. If they want to put her in the basement put them there. Does not really care. The Commissioners have an office up here that is really nice. Been that way for a while and it's not sat in a lot. Would really like to see the board step up and do what they can for our employees and patrons.

[10:31:54 AM](#) Chairman Hancock said they also have to look at the patrons of the county too and their concerns. It is not just the employees. Commissioner Young said he has had a few complain about long lines especially during COVID. Wondered why they did not have more space. Kristine said they could have a public hearing. Chairman Hancock said that may be the next step. Before they make any commitments they will do this. Rebecca said they can do a public comment session. If they want a public comment session they will have to come and not be anonymous. Chairman Hancock thinks this would be a next step. Open this up and listen to the public. Rebecca said this would not be a hearing would be more comments.

[10:33:37 AM](#) Nikki said this is something they are going to need it's not just something they want. If they do not use the ARPA funds the needs will still be here. Commissioner Young said they will definitely need this in five to seven years. Colleen said they would have to bond at that point. Nikki said it will be before that. Colleen is not sure if the public thinks they will have to bond for this.

[10:34:15 AM](#) Jessica said they just had a school bond on buildings. Needs to have some education that they are not bonding. They are using money that someone will be using regardless. Kristine said there is a letter is there a reason this cannot be read. Chairman Hancock said this is three pages. Can make copies of this. Commissioner Clark said the letter is not bad. This is an opinion that is not signed. There are other needs. They presented their stuff to them and now they are still looking at other things. Rebecca asked what the other needs are so perhaps she can track down this information. Commissioner Young said they do know Road & Bridge is taking a portion. Chairman Hancock said they do know that. Rebecca asked if the \$300,000 is inadequate. Chairman Hancock said these funds were to help with the lost revenue. Was \$300,000 to \$400,000. They need to replace a grader and need to look at a repair facility. They are spending a lot because they do not have a facility to do these projects. Already spending this on repairs on equipment. Also have Central Fire with the ambulance service. Rebecca said the request from Central was the \$300,000 for an ambulance. Chairman Hancock said those are the ones right now. Rebecca asked if they have other gaps let's take a look and identify them so they can put a number and priority to them. Colleen said then they would know what is left. Chairman Hancock said they are going to talk to architects and contractors and get an idea of costs. This is really critical.

[10:38:31 AM](#) Rebecca is putting a bit of urgency to this realizes this is a big decision. Also has a clock ticking and knows that 2024 and 2026 will come fast. It is better to know the direction they are going sooner than later. They cannot decide in October of 2024 what they are going to do. In two weeks what would help with making a decision. Chairman Hancock said they were looking at some other thoughts they haven't put together. Rebecca asked what she can do to help facilitate. Chairman Hancock thinks they need some time individually. Commissioner Young thinks they need to start moving this money to get their grader. Chairman Hancock said they need this it has 12,000 hours. These are some immediate needs that can be solved.

[10:40:32 AM](#) Colleen said to be in contact with Rebecca to keep everyone on the same page. Chairman Hancock will meet with Rebecca to investigate some other ideas. Rebecca said sorry for the pressure. Chairman Hancock said they are always under pressure. Nikki asked if they are moving forward in two weeks. Commissioner Clark said he feels like they are moving forward. Is not going to say today they are going to build a building regardless of the amount of pressure. In his own feelings does not think that will happen today. Jill said they all understand that. Does have one other question when talking about transmissions can that money come from those other funds. Chairman Hancock said a majority of this comes from fuel tax based on road miles. During COVID travel went way down so they did not get that funding. Took a big hit and that was one of the main reasons for the ARPA funding. Was to make up for lost revenues. Dave said around \$300,000 to \$400,000. Chairman Hancock said that is why Road & Bridge has to be some priority. It is important to look at the whole picture. They do have a special levy but this is a small portion of what they use for Road & Bridge. Always getting hammered on the roads.

PUBLIC WORKS – DAVE WALRATH

- **UPDATE**

[10:44:16 AM](#) Dave said not a lot going on. Trying to deal with some of the breakup they have out on the roads. Have patchers out. Have some personnel issues going on. New office manager will be coming in next Wednesday. Jessica has been filling in the meantime. Has a retirement that will take place out at Solid Waste. Will advertise for that position. Moving forward with the transfer station. Got the concepts last meeting. Likes what he is seeing so far. Worried a bit about the wind and what it might do to the fertilizer they put out. Chairman Hancock asked on the grader. Dave said the 150 grader that was quoted takes the place of the 140M is about eight to ten months out. Do have two 140's that are being built that could be ready in a few months. These are a reversion back to old school. Instead of joystick controls are lever controls. These road a bit better. These are options. Sales Rep at Western States is getting him a price. Pretty much identical machine. Same horsepower. Chairman Hancock thinks this might be the way to go then. Dave said they were going to pencil them in for one. Chairman Hancock asked on the state or federal bid. Dave said they can go through the GSA pricing. Will be reporting back on this once he has a quote. Chairman Hancock asked on the vehicles. Dave said late April will have some pricing. Is not taking commitments yet.

PLANNING & ZONING – JEFF OTTLEY – SAMANTHA FARR

- **UPDATE**

[10:49:43 AM](#) Jeff has the March statistics. Hovering around five to six days. Have a few that have had some issues with. Trying to not accept these if they are not complete. Sam said whoever takes these will look them over. Try to catch everything that they can. Jeff said they only three that had issues. Good about getting these checked when they come in. Commissioner Young said they have thirty homes and eight townhomes. Jeff said they have been getting a lot of these. Inspections were down just a little bit so Greg has been able to help with plan reviews. Chairman Hancock said they have a meeting this week will they be ready for it? Jeff said they have discussed that with the staff this morning. Sam said they are moving forward making calls to the commission.

COMMISSIONERS

- **QUARTERLY REPORT**

[10:53:08 AM](#) Colleen provides the quarterly update along with a current budget as of Friday. Will highlight the accounts that are in the negative. TORT which is the premiums should change when taxes comes in. The Debt Service Fund the \$82,000 is the interest payment so they will transfer this once they make the payment. Sheriff Highway Safety grant is always negative until the end of the year. Chairman Hancock asked on the debt payment. Are they planning in October? Colleen said the first of October so will put this in the budget. Chairman Hancock asked the balance. Colleen believes around four million. Will check on this in the meantime. Commissioner Clark thought the audit stated it was \$3.8 million. Colleen said they have one more payment. Chairman Hancock said they just need to make sure they have enough funds to cover this. Commissioner Young thinks they have about six million. Chairman Hancock said they will have to make sure these are out-of-county funds. Just want to make sure they can cover this. Asked on the total of all funds does this include the ARPA funds? Colleen said yes have about half of it. Rebecca said they only have \$2.9 million will expect the rest sometime this spring. Colleen said copy of the budget was as of Friday. Chairman Hancock said they are about right at fifty percent.

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

[10:59:45 AM](#) **Motion by Commissioner Clark to approve commissioner meeting minutes from February 14, 2022 with noted changes. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:01:10 AM](#) **Motion by Commissioner Clark to adjourn at 11:01. Second by Commissioner Young. All in favor – aye. Motion passed.**

James Hansen
Chairman of the Board

Audrey Moon
Clerk of the Board

Colleen C. Fole
County Clerk



5/16/22
Date

5/16/2022
Date

5/16/22
Date