

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES  
APRIL 12, 2021**

Meeting called to order at 9:02. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Mark Taylor, Emergency Management Rebecca Squires, Social Services Amy Johnson, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Amy Johnson. Prayer offered by Colleen Poole.

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

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**SOCIAL SERVICES – AMY JOHNSON**

- **EXECUTIVE SESSION 31-874 & 74-206(D) – (ACTION ITEM) – RECORDS EXEMPT**

**9:03:52 AM** Motion by Commissioner Young to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure for Indigent. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

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

Open session 9:15

**9:15:16 AM** Motion by Commissioner Clark to deny case #2020-04 for lack of cooperation. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

**PROSECUTOR – MARK TAYLOR**

- **STAFFING BUDGET – (ACTION ITEM)**

**9:16:57 AM** Mark said they had a person leave their office. Would like to use a staffing agency to fill this vacancy. The agency does the pre-qualification. Then they send an individual to work for a period of time. This allows them to have a trial period. Would still go ahead and publish the notice on their own as well. This would be similar to the Ryan Jolly contract. This would be a contract employee during the trial period. Needs their permission to allocate what would have been salary funds to a contract line. Would stay within the budget. Chairman Hancock said they would still keep this in the contract line. Asked how long they would use this. Mark said the agency he spoke to requires them to stay on for sixty days and then can hire them without a finding fee. Would still do a competitive process on their own. The individual from the temp agency would still have to apply. Chairman Hancock asked if they have someone that meets his qualifications. Mark said they are not that far yet in the process. Colleen asked who pays the agency. Mark said they take a cut from the amount the county pays before they pay the individual. This way if the person does not work out they can switch this out. Chairman Hancock just makes sure they have the latitude to change these out.

**9:21:11 AM** Commissioner Young said they have a contract from the staffing agency.

**9:21:37 AM** Motion by Commissioner Young to approve the Prosecutor's Office to take part in a contract with a Temp Agency to fill the legal secretary position. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

**PUBLIC WORKS – DAVE WALRATH**

- **UPDATE**

**9:22:33 AM** Dave provides a list of the work they hope to do. Will be widening 3600 this week. Not sure they saw the finished product. The gas line on 3700 was a little hard to deal with. Chairman Hancock said they will do an otta seal on 4200. Dave said 4200 and 4300 are pretty cracked up so wants to hit these with an otta seal first allow traffic for a few months then would like to tack and overlay on this with an inch and a half. This is to help fix the cracks. The state refers to this as a SAMI – Stress Absorbing Membrane Interface. Clean chip seals are for the overlays that were done last year. Have some three-fourth inch otta seals and the second page has the overlays. This will be subject to budget considerations. Commissioner Young said they have a bill for the funding on the road. Dave is not sure the Senate has voted on this yet. Might be the last item of business. Asked this question if this would be available after July 1 and did not get an answer for that question. Not sure if this will be allocated quarterly or not. What they are doing with this is taking sales tax revenue and will give a portion to the state and the counties.

**9:27:30 AM** Chairman Hancock asked about doing an otta seal on 500 N. Dave said the same thing would need to do an otta seal and an overlay. They did 3950 to 3900 with an otta seal last year. Chairman Hancock asked if they are crushing. Dave said they are. Chairman Hancock said they are doing an independent test. Dave said yes they take this right off the conveyor.

- **WATER TANK PURCHASE – (ACTION ITEM)**

**9:29:02 AM** Dave had mentioned this before they need a water truck for the mag-chloride season. Grover's is the best price have a few other quotes. Commissioner Young asked if there is a difference in quality. Dave said Grover's is 4,000 gallons and the others are 3,500 gallons. Commissioner Clark said that Grover's does not have as many details. Dave said they have been swapping the sanding bed for the water tank during seasonal use. By repurposing D4 which has close to 400,000 miles. Will not have to scramble to take the beds off to add the water tank. Chairman Hancock said he can see the need for this. They need water trucks all the time. Dave said they do not have one in stock so this would need to be ordered. Chairman Hancock said they would keep the dump bed. Dave said this one is pretty rusted may have Grover's sand blast it. If they repurpose as a water truck they may not but would have it as a spare.

**9:36:43 AM** Motion by Commissioner Young to approve the purchase of a water tank from Grover's All Wheels for \$28,100. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

- **WELDER PURCHASE – (ACTION ITEM)**

**9:37:20 AM** Dave would also like to purchase a welder for Kerry's service truck. Chairman Hancock thought he had one. Dave said this is going out to Circular Butte. The one they would like to get is the MIL907549001. The other quote was just taken off the internet. Has some Lincolns. Chairman Hancock said the one is from Airgas is a Miller. These are not really comparing apples to apples. The sizes of the generators are way different. This would be \$11,707. Thinks they may need another bid. Dave said he can get this for the next meeting.

**9:41:36 AM** Dave said they have a culvert that needs fixed. In a race to beat the water. Commissioner Clark said they turned the dry bed back in Friday. Chairman Hancock said it's probably due to the beaver in the area. Commissioner Clark said they have the dry bed turned back in over the weekend. Is a little down on crew they have a guy out with COVID and another that has had some health issues over the weekend. Heard from their mower guy that he is willing to come back for the season. Their other seasonal is on hiatus until around June. Will hire another seasonal for the summer at the landfill. Back to Thursday, Friday and Saturday operations at the County Line landfill. Garn will be getting them some wireless internet so they can take cards out there.

**9:43:42 AM** Chairman Hancock said he has heard comments that citizens appreciate them opening up on Thursday. Commissioner Young said he has had comments appreciating the work on 3700. Dave asked when the water may be in the Harrison. Chairman Hancock thinks this will be May 1. Dave said they added bentonite and pit run. Chairman Hancock said he can let Greg know.

#### **HR – REBECCA SQUIRES**

- **FLEXTIME AND FLEXPLACE POLICY – (ACTION ITEM)**

**9:48:55 AM** Rebecca said with the flextime policy wants to thank everyone for their input. Did some test cases on this to make sure the policy will work. This necessitates a change in the personnel policy. The single page is an excerpt from the personnel policy which would be added to the personnel policy. Did add a bit to the paragraph under two explaining that flextime may be occasional and this should be documented using the time card or if used regularly would use the form. This will help with some of the questions that were asked last week. This is not to change any operational hours. This is just a framework on a flexible work arrangement. Chairman Hancock said this is a benefit to their work force. This is where they can do this. The idea is to give them something in writing. Rebecca said this will not work in all situations. Chairman Hancock said a lot of departments are doing this anyway. Asked for any additional comments from any elected officials or department heads.

**9:54:10 AM** Motion by Commissioner Clark to approve the flextime and flexplace policy and adopt it into their personnel policy. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

**9:54:38 AM** Motion by Commissioner Young to update the personnel policy to update the attendance and punctuality by adding item number three. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

#### **COMMISSIONERS**

- **WEST SIDE SOIL & WATER CONSERVATION DISTRICT LETTER OF INTENT - (ACTION ITEM)**

**9:55:51 AM** Colleen has a letter of intent from the West Side Soil & Water Conservation district to add \$2,500 into the budget. Can ask them to come in if they prefer. Commissioner Clark thinks this is fine. Chairman Hancock said the state matches the county's contribution.

**9:56:30 AM** Motion by Commissioner Clark to approve the West Side Soil & Water Conservation letter of intent for \$2,500 for the 2022 budget. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

#### **HR – REBECCA SQUIRES**

- **EXECUTIVE SESSION 74-206 (B) – (ACTION ITEM) - PERSONNEL**

**9:57:29 AM** Motion by Commissioner Young to go into executive session 74-206 (B) – Personnel issue. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 10:10

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

**10:10:53 AM** Motion by Commissioner Young to make a contract with Naylor and Hale professional services. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

#### **UPPER VALLEY TREATMENT COURTS COORDINATOR - RYAN BROWN**

- **UPPER VALLEY TREATMENT COURTS**

**10:11:23 AM** Ryan said the reason he is here is to update them on the treatment courts. It has been awhile due to COVID and the last three months has been out of the office. Wanted to come meet and introduce himself. Wants to let them know what their treatment courts provide. These are formally known as drug court or veteran court. The courts he coordinates are felony from Madison, Jefferson, Fremont and Teton. Also have adult probation. They go over each application within the district and help them get the right program. They need to keep employment because this is important to their success in the future. All of the applications receive a triage to see if they are a veteran or have mental health needs. After that

they determine which court is the most appropriate. They have to meet the guidelines. Then send out a tracking log. Has been difficult with some of those they want to wake with the COVID situation. Need to coordinate with the county jails.

[10:15:11 AM](#) Last fiscal year Jefferson County paid \$7,250 for the cost share into this program. Previous years have paid \$14,000 to \$15,000. Really tried to cut last year. Knew they would probably have less people within their programs. The numbers in misdemeanors are pretty low. Have a lot of applications for felonies. Does have a budget he will turn in. **(Exhibit A)** Colleen said this is administered through Madison County. Ryan said yes they have a lot of state dollars that come into the program. There is a cost share that all the counties contribute to. Teton County is a little different they have their own governing board. Would like to come in more often and possibly give them quarterly reports. Asked what they would like to see from him. Knows Chairman Hancock is on this board. Chairman Hancock thinks it is good to have him come in. It has not been the norm this year based on how COVID has affected sentencing, hearings and everything. Hopes to see more normalcy in the next year.

[10:18:47 AM](#) Ryan said they are seeing more ankle bracelets. Some of them do okay with these who feel this is better than jail and others do not. Chairman Hancock said he can get ahold of them quarterly or whenever he can. Colleen said to give them a call. Ryan appreciates Colleen has been great to work with.

#### **PLANNING & ZONING – JENNY KERR – ERIK STOUT**

- **PLAT AMENDMENT - HERITAGE ESTATES DIVISION NO. 1 – (ACTION ITEM)**

[10:20:31 AM](#) Jenny said this was a lot line adjustment. It was in a subdivision so had to go through a plat amendment. Chairman Hancock said this was for Richard George he read that information.

[10:21:02 AM](#) **Motion by Commissioner Clark to approve the plat amendment for Heritage Estates Division No. one. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **PLAT AMENDMENT – COUNTY LINE COMMERCIAL PARK – (ACTION ITEM)**

[10:23:35 AM](#) Jenny said for this one they are combining lot lines. Commissioners have reviewed.

[10:23:48 AM](#) **Motion by Commissioner Young to approve the County Line Commercial Park Division No. three amended plat. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **WRITTEN DECISION – PLAT AMENDMENT - CEDAR GROVE – (ACTION ITEM)**

[10:25:22 AM](#) Jenny has the written decision from March 22 for Cedar Grove. Commissioners have read this.

[10:25:42 AM](#) **Motion by Commissioner Young to approve the written decision for Cedar Grove first amended plat. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **UPDATE**

[10:26:42 AM](#) Erik provides the numbers for the building permits. **(Exhibit B)** Chairman Hancock said the numbers have dropped off. Erik said still more than last year but has dropped off some. Chairman Hancock said that he needs to spend some time reviewing the subdivision ordinance. Had a couple of comments first on page twenty. Any subdivision in part of which shall be located in the area of impact after December 22, 2020 is not required to have a commercial well or central septic tank. Then it goes shall require each lot to design water and wastewater system to allow for future connection. Wonders if they need to be more compliant? Do they tell them they can choose between front and back but needs to be consistent? Could say it will be front or back with an easement. Erik said this is in the area of impact so they would get the joint board so they have the city's input. If this is in the area of impact Mitch Bradley would review this and would say where they would want to put in the front or back. Chairman Hancock said they may need to add this into the ordinance because then it defines they have to maintain an easement for that. Otherwise they get landscaping done and they build a building in the back and this is where the easement should have been for the sewer system. Commissioner Young said the easement should be platted. Chairman Hancock said yes it should be platted. Erik will double check thinks they added this in the utility easements.

[10:30:59 AM](#) Chairman Hancock said also when performance base testing Jefferson County shall review the testing and may accept the test, reject the results or ask for additional testing. Question is what is the basis on accepting and rejecting? Is there a standard? Where this says "may". Want to say this meets standards or does not. Erik said they have an appendix A. The Idaho Department of Equality outlines this. Essentially they will have to meet the criteria in appendix A. Chairman Hancock said they may need to add this so they know that they must meet the requirements of appendix A. Want to clear this up so they do not have problems down the road.

[10:32:33 AM](#) Mark said another issue is something that was raised previously. The time of year of the NP study has an effect if this is done during low water does not tell them what happens if the water table is high. May need to get some language on these lines. Wants to add this language before the public hearing. Chairman Hancock needs to print his off so he can use the hard copy. Commissioner Clark said he cleared this up with reference to the study. Also what Mark raised in the past if they dug their test holes this was supposed to be in the high water time. Right now they are about as low of water as they have. Erik will put this language together and will get changes to the Commissioners. Chairman Hancock apologizes he has not been through this all yet.

#### **TREASURER – KRISTINE LUND**

- **TAX CANCELLATION PARCEL #RP04N39E290750 – (ACTION ITEM)**

[10:36:11 AM](#) Kristine said they have some cancellations. Today's are pretty easy. The first one is #RP04N39E290750 **(Exhibit C)** The appraiser in charge of this had asked if an adjustment had been done. Did not know anything about this. When the Board of Tax Appeals (BTA) sent emails out she was not included. They still owe the second half of 2020 taxes. Wanted to make sure their procedures were met. Drew up a cancellation this was on an ag value and the change was \$26,296. Took this on the levy the amount of cancellation is \$194.36. Wanted documentation with signatures from the board then she will make the cancellation and will print off an adjusted statement and mail this to the Smith's in accordance to BTA 20-A-1072. Chairman Hancock said this was a valuation issue. Kristine said yes they took this to the Board of Tax appeals and

this went in their favor. This may have been sent in an email. Chairman Hancock said that they did not get any emails. Kristine said it may have been the legal documentation. Knows this went to the Assessor and Prosecutor. Can ask Jessica if this was mailed or emailed. Could send a copy to Jessica so they can see it. Chairman Hancock said they would have Audrey file this. Commissioner Clark said it would be nice to review this to see where they changed this.

[10:41:22 AM](#) **Motion by Commissioner Clark to approve the cancellation of taxes on parcel #RP04N39E290750 for \$194.36 due to Board of Tax Appeal 20-A-1072. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

• **TAX CANCELLATION PARCEL #PPL4N41E310027 – (ACTION ITEM)**

[10:42:30 AM](#) Kristine said the next is #PPL4N41E310027. (Exhibit D) This is for 2019 it is a motor home that was up at the Heise RV Park. Go up and make sure they have registration. If they do not the property gets put onto a sub roll. Sent out letters to Jerome County to Mr. Hayden with no response. The other thing they can do is transfer a warrant to the Sheriff's Office in that county. Some counties do things differently. Did not act on these last year due to the circumstances. This is no longer up at Heise so it is off the tax rolls. Can bring this in for cancellation or forward a warrant. Chairman Hancock thinks it would be easiest to cancel this.

[10:45:17 AM](#) **Motion by Commissioner Young to approve a tax cancellation on #PPL4N41E310027 for efficiency. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

\*Received check to pay the tax after meeting on April 12, 2021\*

• **TAX CANCELLATION PARCEL #MH06N34E291004 – (ACTION ITEM)**

[10:45:55 AM](#) Kristine said the next one is #MH06N34E291004. (Exhibit E) The owner of the trailer was Juan Saldana-Rodriguez. The mobile home was located on the employer's ground. This was sold to Brett Jensen who let the fire department use this for training and it was burnt down. This was on 2019 tax roll. Same as the last one this was put this on hold. The total is \$176.09. Of that \$162.46 is the landfill fee.

[10:47:26 AM](#) **Motion by Commissioner Clark to approve the tax cancellation on #MH06N34E291004 for a total of \$176.09 due to the mobile home has been burnt down. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:48:44 AM](#) Kristine said they are on the docket for May 24 for the tax deed hearing. This is the smallest one she has had since she has been here.

[10:49:18 AM](#) Recess to review claims

**Open session 11:40**

**COMMISSIONERS**

• **APPROVE CLAIMS – (ACTION ITEM)**

[11:40:56 AM](#) Commissioner Clark said they had a few questions they will follow up on.

[11:41:10 AM](#) **Motion by Commissioner Clark to approve claims from 3/22/2021 to 4/12/2021 for \$269,462.80. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:41:30 AM](#) Colleen said they got a bill from Jim Archibald on a capital case. Need to know where to pay this from. Thinks John has asked for some grant money to help. Chairman Hancock said they can take this out of the contracts for now.

[11:42:32 AM](#) **Motion by Commissioner Clark to adjourn at 11:42. Second by Chairman Hancock. All in favor – aye. Motion passed.**

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*Chairman of the Board*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Clerk of the Board*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*County Clerk*

\_\_\_\_\_  
*Date*