

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
APRIL 25, 2022**

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

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COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

- [9:04:23 AM](#) Chairman Hancock excuses Prosecutor Mark Taylor.
- [9:04:46 AM](#) Extension Office Lorie Dye said they are sending out their summer activities. They are booming. Their truck has been shipped so hoping they will have this by next staff meeting. Then they will put their truck up for a transfer or auction. Last week they had a presentation on bugs from the State office. Went to schools in both Ririe and Menan.
- [9:06:14 AM](#) Probation Tammy Adkins does not have a lot of changes. Most of their hearings are going back to in person. Will start seeing more traffic in the courthouse.
- [9:06:54 AM](#) Assessor Jessica Roach said they are finalizing assessments. Getting ready to send these out.
- [9:07:21 AM](#) Maintenance Travis Thompson said they have finished painting the main hallway. Will be moving to the Judge's chambers. Had some issues on the roof that they have gotten taken care of.
- [9:07:59 AM](#) Treasurer Kristine Lund said they are winding down the first set of warrants of distraint. Hoping they have the two mobile homes pay so they do not have any sells. Have a tax deed hearing on May 24 with Commissioners. Published thirty-one properties hoping to dwindle this down. Waiting for June and training their new employee.
- [9:09:09 AM](#) Planning, Zoning & Building Jeff Ottley trying to get a few people hired. Do not have anyone for the planner position yet might repost this. Working with code compliance and getting this figured out. Making the transition.
- [9:09:59 AM](#) Public Works Dave Walrath said they are doing culvert work today. Have six openings with three being seasonal and three operators. Will start mag-chloride on Wednesday. Taking down the breakup speed limits today. If they haven't heard this will be his last staff meeting he is retiring on May 26. Been an honor and privilege working with them all.
- [9:11:12 AM](#) Sheriff Steve Anderson said they have gotten busy. The jail is filling up again. Things are going good. Chairman Hancock asked if they are fully staffed. Sheriff Anderson is down three but they are testing this week.
- [9:11:51 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill said they have started the road side treatment today. Trying to mitigate damage to the asphalt. Started this about a year ago where they treat a twenty inch strip along the roads. Have some seasonal employees they need to hire. Are set to have a public auction opening on May 25. Just that time of year to get going on everything. Working with INL because they had turnover with their vegetation crew so will be out training. Hard to keep certified employees anymore. Anxious to see spring come.
- [9:14:37 AM](#) Park & Recreation Mickey Eames said they are trying to get things going at the lake. Is fully staffed right now. Chairman Hancock asked when they open. Mickey said they are opening May 2. Have a lot to get done this week. Thanks everyone for the help and patience with her since she hasn't been up and going. The camp host has their camper out there. Looking forward to a great year.
- [9:16:40 AM](#) Mitch adds that May 2 will be the startup of the backpack mix for people.
- [9:17:11 AM](#) Emergency Management/HR Rebecca Squires said on Emergency Management side they had an LEPC meeting with National Weather Service. Had some of the canal guys here. They do not have to worry about flood season but they are gearing up for a wild fire season. Looking like they will be pretty dry. The Governor's Office is going to declare a drought emergency anything south of the Salmon River. There will be help for those in agriculture. Been working on a Courthouse Emergency Procedure plan. Will reach out to get this vetted before they get future comment. For those that are outside of the complex they can modify this plan for their areas. On the HR side just stop. Realizes that wages have come up around the area and knows that people are looking. Also have a lot of retirements which has created an interesting landscape for hiring. Appreciates those that have stepped up to help manage these positions. If they know someone is leaving get that to Marilyn as soon as they have a date. If they are withholding benefits these have to be cutoff or they end up having to refund these later. Soon as the hire even before the start date get this paper work going. Also if they are planning on hiring review the Salary Administration Policy so they are on top of this. Finally they should be doing employee evaluations. Keep in mind that they have increased wages and will likely have to look again this year at these. Remind employees that the county has really held the line on the benefits costs. Have shouldered these increases instead of passing these along. Really have been holding the line on the benefit costs.
- [9:21:56 AM](#) Clerk Colleen Poole said her office is a little shorthanded has one out sick and one out on vacation. Also has budgets to hand out. There are budgets and revenues in these for them.
- [9:23:36 AM](#) Rebecca said related to budgeting and HR. The data they have available is the 2021 data and the inflation has happened since the last data collection. If they have a sense of what wages are in their area of expertise this may be something they need to look at.
- [9:24:46 AM](#) Colleen said the instruction and dates are all in the packet.
- [9:25:10 AM](#) Commissioner Young does not have a lot. Thanks them for what they do. Wants to keep their employees. Makes things hard with the turnover.

[9:25:46 AM](#) Commissioner Clark appreciates everyone and what they do for the county. It is a great place to live and be a part of.

[9:26:00 AM](#) Chairman Hancock appreciates them all being here for their meeting today. Appreciates their efforts for making this the best county in the state.

EXTENSION OFFICE – LORIE DYE – MAINTENANCE – TRAVIS THOMPSON

• STORAGE IN BASEMENT – (ACTION ITEM)

[9:27:02 AM](#) Lorie said this year has applied for a grant that she was awarded and has five interns. This has been amazing. With this they have purchased about \$20,000 of nice equipment such as learning labs, Lego snap circuits and tablets that go with them. Looking for some storage. Wanted to know if they would consider gating of the rest of the basement. Knows there may be some building but this would be storage for them. This would free up some storage under the basement stairs. They have their bows and arrows and air rifles. Chairman Hancock said they have two storage areas under the stairs. Travis said they have the after school stuff down there. Lorie said they have a lot of stuff. With this grant comes additional supplies that are costly. Asking for help to solve this problem and did get a bid from Travis on the caging. Chairman Hancock said the one area is still open. Travis said yes this would bring this across. Commissioner Clark said there is stuff there. Travis said this just needs cleaned out. Chairman Hancock said a lot of this is just junk. Travis said this would give them a spot that they can continue to store all of their stuff. Commissioner Clark said even if they fix it up down there they still need this storage area.

[9:31:23 AM](#) Travis said this is \$1,710 which includes five panels, posts and shipping. Commissioners do not see a problem with this. Commissioner Clark said if the truck is shipped they should have it in a few weeks. Lorie said they have the money to purchase the shelving like the Assessors have in their cage. Chairman Hancock knows he has picked some of this up that was fairly reasonable. Travis said they hold quite a bit of weight. Chairman Hancock said this is under their threshold. Lorie said they will get this done. Travis said they can clean this all up.

CENTRAL FIRE - CARL ANDERSON - ROGER ANDERSON

• COUNTY AMBULANCE – (ACTION ITEM)

[9:34:00 AM](#) Roger Anderson is the Chairman of the Fire District. Carl Anderson Fire Chief for Central Fire. Roger said the county is continually growing. Have been able to respond to the calls but some days they get more than they can handle. Also as they know Idaho Falls contract pricing keeps going up. Would like to see an ambulance in their county. Today they are bringing forward some options. Ultimately they as commissioner are in charge of EMS services in the county but Central Fire responds to these calls. Have hired four full-time people looking toward starting an ambulance service in the county. Want to have a collaborative agreement. This is a big job with a lot of work. Idaho Code 31-39 has the EMS statutes on this. Two options is an ambulance service does not need a vote and ambulance district would have to go up for a vote. Chairman Hancock said this would become a taxing district. Roger said today they are proposing to collaborate on this. Would need assistance in hiring three more people and use the ARPA funds for a new ambulance. Chairman Hancock asked about the Blaine County ambulance. Carl said this is a 2003 and does have a letter they asked Rebecca to type up. Blaine County Commissioners are over this ambulance and there is a possibility they would let them get this at a reduced price. Would need to propose this to their commissioners. This would be a great start it is nineteen years old so would be a good backup. Would like to still put ARPA money toward a new ambulance. These are eighteen months out right now, but this is a start.

[9:39:13 AM](#) Roger said as far as the Blaine County ambulance they said the price would be minimal. Chairman Hancock knows the Chairman up there. Roger said this would take seven people to run this service so they would need three more. That cost would be \$175,000 a year. Chairman Hancock knows they discussed working with City of Idaho Falls to have a medic. Roger said that is a better option for our county but not as good for Idaho Falls. Dwayne with Idaho Falls gets a lot of feedback from their city council on subsidizing Bingham and Jefferson County. They are down one ambulance from a year ago. Trying to get Bingham to start a service. Does not think they would get away without having an agreement because there are times they have four ambulances in the county. Looking at Madison they are even less available to respond.

[9:41:42 AM](#) Carl said ALS Medic it was proposed by Health & Welfare and they are looking into this. Does not believe there has been legislation but they might be able to put an ALS medic on an ambulance. Central Fire has four to five guys that are paramedics through the site or other services they could hire on. That is a possibility it wouldn't have to be just Idaho Falls. Might have issues sending someone where they are a Union. Some have offered to do this separate of Idaho Falls. All of this is a possibility. Chairman Hancock said they pay \$266,000 to Idaho Falls and they claim about \$500,000 that they bill out. Do provide services to the county and these are excellent services.

[9:43:55 AM](#) Carl said part of their thoughts and plans are if they can start this with county help and permission they would adopt the same billing fees and procedures as City of Idaho Falls. There are costs associated with this. Could look at a program for this if not they would have to incorporate a billing service. All of these agencies have someone else do the billing for them. There are lots of particulars in starting this up. Would have to have licensing from Health & Welfare. With dispatch they work great together. This dynamic would change between Idaho Falls and Jefferson to get an Idaho Falls ambulance up here. Have to call on the phones. The non-emergency line is the last number that is answered. Sometimes get on their frequency to request an ambulance. Currently Central Fire does pay some dispatching fees.

[9:46:59 AM](#) Chairman Hancock said they are looking at a cooperative agreement with Central Fire and Jefferson County. Roger said east of the river. Chairman Hancock said they would also like to hire three more employees. Would try and get the ambulance from Blaine County and order a new ambulance. Would fund this out of what they currently have within the county. Roger said with a vote they can get a supplemental levy at .02 percent. Chairman Hancock said they are trying to find the best way to get this started. Wouldn't be able to do this until the next budget year in October. Roger said they are not ready. Commissioner Clark asked if they could use the one from Blaine. Roger said they would want to start as a BLS ambulance. Not sure they know the difference but a BLS Ambulances can do the basic life support. Keep someone alive until ALS comes. Would still need to have an ALS ambulance called. They would have to be able to provide drugs, cardiac monitoring, shocking. Commissioner Young asked if the Idaho Falls Ambulance are ALS. Roger said they are they need to have a paramedic. Chairman Hancock said they should be able to run as ALS. Roger said they have a process they would not be able to start up as ALS in the beginning. Idaho Falls came up 1,235 times, transported

669, transferred in private vehicle 182, treated and canceled was 566. So about half of these are BLS calls. These are the calls that they would capture. Might take a full year to get licensed. Chairman Hancock asked if Fremont is ALS. Roger said they have a different concept. They have a suburban and three ambulances. Will let dispatch decide if they need a paramedic.

[9:52:06 AM](#) Carl said they have a scope of standard with Health & Welfare. With Fremont they have ALS Intercept where they can intercept the ambulance. There is a lot they can do with the basic set up. Could insert fluids and IV's. Would not be able to give drugs, blood or offer cardiac support. Chairman Hancock said they provide a lot of this but do not provide transport right now. Roger said the advantage of an ambulance is quicker response. Having full-time people in a station provides faster service. Volunteers cannot get there as fast if they have to leave their jobs. That is why they have hired the four full-time people. During the day they sometimes have a hard time covering calls. They are not looking at starting until the October or possibly the end of the year. Commissioner Young said they want the county to fund three full-time positions.

[9:54:32 AM](#) Carl said if they do not want an ambulance service they would not be able to hire without the county's interest. Commissioner Clark thinks they definitely need to move forward with this. With the growth with Idaho Falls they will be strapped they may not be able to offer services. Roger said some day they may not have an ambulance for them. May be out on something else and not be able to respond. Live in rural areas. Everyone in the region expects when they call 911 someone is coming to help. As they grow in the area it could happen. Commissioner Clark thinks this is good to go forward. As they do this does the contract with City of Idaho Falls cheapen up any.

[9:56:33 AM](#) Carl said in their last meeting with Dwayne if they started a BLS ambulance the cost would not go up. Commissioner Clark said it has already gone up significantly. Roger said they should be expecting this to go up to twenty percent each year. They need to get this up to \$300,000. Chairman Hancock said this supports one ambulance with the calls. Roger thinks eventually they would need an ambulance district in the area then they could stand up two ALS ambulances. This would help decrease their costs. Carl took the rates from City of Idaho Falls put this in a box. Advanced life support is charged at \$670 with \$14 per mile. Commissioner Clark asked if they are not transported are they billed. Carl said before they didn't but now if they perform a procedure such as placing a heart monitor on they now charge. A lot of times they will provide certain tests such as blood and glucose before an ambulance comes. Then last but not least they talked about \$300,000 for an ambulance. Clark County has ordered an ambulance and this shows their cost. Roger said the biggest difference with BLS and ALS is a heart monitor. Chairman Hancock thinks they would want to get an ALS. Roger agrees then they are moving that direction without a lot more expense.

[10:01:24 AM](#) Commissioner Young said as far as purchasing this they can purchase this during this year. Chairman Hancock said they can get this ordered. Commissioner Young said they do not have to wait they can do this. Chairman Hancock thinks they should send this letter to Blaine County. Carl said the Fire Chief there stated this would be less. This would be available next month. Chairman Hancock thinks they can go ahead and proceed with this. They are bigger than Blaine County now.

[10:03:18 AM](#) **Motion by Commissioner Young to approve the letter be sent to the Blaine County Commissioners for a 2003 Ambulance. (Exhibit A) Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:04:04 AM](#) Chairman Hancock said they will keep the dialogue going for this. They are trying to look out for the best interests of the county patrons. They need to get some quotes on the ambulance costs. Probably have a GSA or other pricing schedule. Just need some pricing. Dave said Sourcewell is a good one. Chairman Hancock said they just need a list then they can approve the funds.

[10:05:49 AM](#) Carl asked with the Fire District if they can piggyback onto a bid. Chairman Hancock said that is part of the state's options. There are schedules out there for these types of purchases. Carl knows that City of Idaho Falls and Madison have some on order. Has a copy of this information. Chairman Hancock said this pricing is probably based on some type of schedule. Roger said they will get this back to them.

PUBLIC WORKS – DAVE WALRATH

[10:07:57 AM](#) Dave wanted to give a shout out to those volunteers cleaning Highway 20. Did a good job it looks much nicer.

- **IDAHO DEPARTMENT OF CORRECTIONS – WORK PROJECT & FINANCIAL PLAN – (ACTION ITEM)**

[10:08:22 AM](#) Dave said they have an agreement for St. Anthony work camp to come out and clean garbage. Mark has reviewed this. Thinks the rates are a bit higher this year but the rest is the same.

[10:08:52 AM](#) **Motion by Commissioner Young to accept the Idaho Department of Corrections Work Project and Financial Plan agreement. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **HLE PROFESSIONAL SERVICES AGREEMENT – (ACTION ITEM)**

[10:09:25 AM](#) Dave said this has been reviewed and is good. This is for the transportation plan update. Chairman Hancock asked the cost. Dave said they are funded at \$30,000 from LHTAC. Pay seven percent on this.

[10:11:35 AM](#) **Motion by Commissioner Clark to approve the professional service agreement for HLE for the transportation plan update. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:12:06 AM](#) Dave said their last transportation plan was in 2007 so they have had a lot of changes since then. Thinks this was before the High School was built. Lots of things to get updated.

- **UPDATE**

[10:13:18 AM](#) Dave said he will be discussing some of the budget information with Mike this week. Should be getting the Highway Distributions in the next week. Looking at which lines to use first. Always likes to use the special budget on road oil first.

[10:14:07 AM](#) Dave said they are trying to find people to plug holes. Did have an operator give notice last week who is moving out of state. Trying to find some interest in their positions. Will be down two at the landfill so hoping to find some interest there. Is advertising for these right now. Commissioner Clark said they haven't gone on a road tour. Had another call out in Mud Lake on 1900. Last year called on the dust. Did grade this

again. Been told there has been a lot more traffic. Would like to look at that. Dave asked about next week. Chairman Hancock said they can add this after their meeting. Glad they brought this up.

[10:17:24 AM](#) Chairman Hancock asked Audrey to add a road tour next week after the main meeting. Rebecca asked if she can come along to do her critical infrastructure survey. Chairman Hancock is glad she has more than a day to get this done.

PLANNING & ZONING – JEFF OTTLEY

- **WRITTEN DECISION – SADDLE HILL SUBDIVISION – (ACTION ITEM)**

[10:18:31 AM](#) Sam said they have the written decision on the subdivisions from the last week. Jeff said they have the development agreement for Saddle Hills. Just got an email with the new development agreement that he has sent to Mark. Jim was wanting to work this out and hoping to get this on the agenda next week. Chairman Hancock said they read the written decisions.

[10:20:05 AM](#) **Motion by Commissioner Clark to approve the written decision for Saddle Hill subdivision. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **WRITTEN DECISION – PALISADES BUSINESS PARK – (ACTION ITEM)**

[10:20:21 AM](#) **Motion by Commissioner Young to approve the written decision for Palisades Business Park. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **BUILDING PERMIT REFUND – JOSH AND BAMBI HEATER – (ACTION ITEM)**

[10:20:46 AM](#) Jeff said he has a request for a refund on a building permit. Printed off the permit. This is for Josh and Bambi Heater permit #JEF2022-03-39. Situation they applied for a permit that was reviewed and issued. Has not done any work yet on this property. Got an opportunity to move to Utah and will no longer build this house. Nothing has been done yet. On the second page under fees they have building permit fee of \$2,525, impact fee of \$310.10 and plan review fee of \$252.80. Plan review fee has been done so they will not refund this so have a total of \$2,835.90. Chairman Hancock thinks this sounds reasonable. Commissioner Young doesn't see any issues.

[10:22:59 AM](#) **Motion by Commissioner Young to refund \$2,835.90 for permit #JEF2022-03-39 for Josh and Bambi Heater. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **UPDATE**

[10:23:30 AM](#) Jeff said they are working with compliance. Got the files pulled to be taken to that office. Have a couple of applicants for the administrative assistant. Will begin contacting these people this week. Audrey said she listed these on Indeed has a few that have come over that she can send out.

PROBATION – TAMMY ADKINS

- **QUARTERLY REPORT**

[10:26:07 AM](#) Tammy said they have the quarterly report. **(Exhibit B)** They had Department of Juvenile Corrections that she helped do a probation review. Came to the office and completed this. Was a great review and information. Will be using their manual to hand out to others in the area. Along with this they discussed re-grading the Director and Deputy Director positions based off of this review. These two positions may have been left undergraded. Will get this together for them. The report has not had any staff changes. Numbers have stayed consistent. May have some changes with going back to in-person court. Track the costs for pre-trial data. Most of the outcomes they were at sixty-seven percent instead of seventy percent but they can be thrown off with zero successful releases in March. Gave Chairman Hancock a list of all the adults and juveniles. There is not a lot of changes.

[10:30:56 AM](#) Commissioner Clark said they are one department that is not complained about. Tammy said it could happen they do try their best.

HR – REBECCA SQUIRES

- **WEED APPLICATOR – OPERATOR LEAD JOB DESCRIPTION – (ACTION ITEM)**

[10:31:26 AM](#) Rebecca said Noxious Weeds & Invasive Species several years ago Mitch provided the job descriptions with no changes. Was some question on the grading? They never updated the grading. Has a position that is going to be filled they have not had in a few years. This is the applicator/operator lead. This individual does the spraying and mixing of chemicals but then also has the leadership role of planning the day. Recommending a grade five. Chairman Hancock asked if this is full-time. Rebecca said this is full-time seasonal for five months. Is not a benefited position. Grade five would be in comparison to an administrator assistant. Mitch said they would be in charge of the roadside program. They have to be in at 6:00 a.m. to get everyone going. Would be the lead roadside supervisor. Will run a truck and make sure everything is loaded and operators are there. Too much for him to keep up on with everything else.

[10:34:48 AM](#) Mitch said this will be helpful with everything else going on needs someone that can organize this and manage this. This program sprays every mile of road. Rebecca said this is a promotion to an operation supervisor. Mitch said they are just promoting. Chairman Hancock said they see the need for this. Mitch said this position will just handle the daily operation on the roadside. Would like to get some people in place they can train looking at two years to retire. Wants to make sure they leave the program in good hands. Things are changing so much. Need younger people that are familiar with the technology.

[10:36:32 AM](#) **Motion by Commissioner Clark to approve the job description for the applicator/operator lead for Noxious Weeds & Invasive Species at a grade five. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **INTERIM PLANNING & ZONING ADMINISTRATOR COMPENSATION – (ACTION ITEM)**

[10:40:19 AM](#) Rebecca said they have an interim individual working as a department head. Wanted to offer the opportunity to change the pay until a decision has taken place on that position. Currently that employee is at a grade nine step one. Administrator is a grade ten position. The rate is \$25.51 for grade nine and \$28.01 for grade ten per hour. If they want to look at other option they can. Chairman Hancock asked if they stayed at a grade nine and bumped up a few steps. Rebecca said where he is doing grade ten work would be more comfortable to raise him to a grade ten. Chairman Hancock said that Commissioner Clark brought up the others are stepping up but he is the interim administrator.

[10:42:35 AM](#) **Motion by Commissioner Young to approve a temporary grade change for their Planning & Zoning interim administrator to a grade ten. Rebecca asked when they want this to be back retroactive. Chairman Hancock said they could start this last week. Rebecca said April 16 was the beginning of the pay period. Colleen asked if this will be the same line and go over. Chairman Hancock said they will pull this out of the administrator line. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:43:35 AM](#) Rebecca said she will have personnel action forms to sign after the meeting.

COMMISSIONERS

- **APPROVE PUBLICATION - COMPRESSION BRAKE ORDINANCE – (ACTION ITEM)**

[10:45:55 AM](#) Chairman Hancock said they had one change. Asked Audrey to get this published. Audrey just asked that they get this information to her.

[10:46:53 AM](#) **Motion by Commissioner Clark to approve the publication on the compression brake ordinance. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **APPROVE CLAIMS – (ACTION ITEM)**

[10:47:21 AM](#) Chairman Hancock said he asked Travis on one of his questions. Wanted to mention that they need to watch their spending. Wanted to mention to Mickey on some spending. Has a thing from Annie's Attic for \$400. Trying to be cost conscious as they possibly can. It is just a decoration. Already caught Travis on his other question. In the claims there is one for changing a face plat and light switch for \$200. Explained there was more to it than what was written in the description.

[10:51:55 AM](#) Chairman Hancock asked Mickey on the antique John Deere tractor. Mickey said it looks cool. This is a disc that has a chair on it and is horse drawn. Will be done buying stuff for now. Chairman Hancock said to remember they need to look at functionality. Mickey said they have to have things people enjoy. Some of the reasons people come out is for it to look nice.

[10:53:01 AM](#) **Motion by Commissioner Young to approve claims from 4/6/2022 to 4/22/2022 for \$225,563.18. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

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

[10:54:26 AM](#) **Motion by Commissioner Clark to approve certificate of residency for spring 2022 for the College of Western Idaho for Kamiah Close. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:54:47 AM](#) **Motion by Commissioner Young to approve certificate of residency for spring 2022 for the College of Eastern Idaho for Porsha Burchyett and Hayden Lewis. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

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

[10:56:04 AM](#) **Motion by Commissioner Clark to approve commissioner meeting minutes from March 14, 2022 with noted changes. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:56:54 AM](#) Recess until 11:00
Open session 11:02

FACILITY COMMITTEE – REBECCA SQUIRES

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

[11:02:37 AM](#) Chairman Hancock said they want to discuss their ARPA funding and facility planning. Have been looking at costs. Cost is \$300 to \$400 a square foot. This comes from NBW and Bateman Hall. One has a medical building that was closer to \$500 a square foot. This was a bit fancy. Rebecca said their square footage was a rough estimate. They would be looking at \$10.8 million. Talked about only doing one floor. Would recommend to set aside money for projects they are considering. Looking at Road & Bridge and a grader. Chairman Hancock said also the ambulance. Rebecca said they can earmark this for a project or if they are waiting for exact quotes. Commissioner Clark said they are also looking at getting the basement finished. Chairman Hancock said they have NBW that did the architect on this building to get the stuff necessary to finish the basement. Rebecca said they have the money and it is budgeted. Sees one of two paths here. Path one the board says what they are building and department goes there. Or path two they reconvene the facility committee to discuss who can access this space. This is a decision they will need to make. Hesitate to move a department that does not have a facility need. Also the basement solution would not be a complete solution. Waiting for direction from the board. Commissioner Young said they need to discuss who can go to the basement.

[11:08:37 AM](#) Commissioner Young said they do need to decide who can go into the basement. Colleen said an architect cannot decide who can go into the basement. Chairman Hancock said they can look at the need. Commissioner Clark said this is to give them some idea on what they can do down there. They also have the storage. Is always going to need this. Rebecca asked if they are going to determine this or if they want the facility committee to meet again. Chairman Hancock said he would rather have the committee's input than just say who is going to the basement.

Thinks they need to have some discussion. The biggest issue is the courts and where can they be put. Need to still be able to coordinate with all the clerks and Judges and being in the courtrooms. Commissioner Young said the court clerks have to be able to coordinate with each other.

[11:11:25 AM](#) Commissioner Clark thinks that 27,000 square feet may be out of their range. Not sure this is possible but maybe they could build what they could then finish it later. Try to cut the costs so they are not spending ten million. Rebecca said maybe build and not finish the second floor. Commissioner Clark said maybe only do one floor. Commissioner Young said second floors are nice if they can afford it. But then they have ADA requirements. Commissioner Clark said in talking with Jessica they are not short on the square footage. Chairman Hancock said the elevator is the main requirement. The speakers are not working well today. Rebecca said they will need to bring in Phase Four to fix the issues.

[11:13:36 AM](#) Commissioner Clark said when looking at square footage are they sure what they need. Jessica said she is not an architect drew up the space they currently have while allowing DMV a little bit more space. Can tell them there was discussion about splitting her office in half but that does not work. The whole office works together. People all help and answer phones. Even cross training DMV employees due to being short staffed. Some that work for the DMV also do Assessor stuff while it is slow. GIS is very integrated into the office. Would rather not have half of her office separated. Chairman Hancock said they were thinking of moving the Assessor's to the basement would leave the DMV there. Jessica said they have a lot of foot traffic. Not just DMV. If any of them are in her office between January and April they have elderly population coming in. Chairman Hancock said they do have an elevator. Jessica said there is a reason they are the first door coming in.

[11:16:35 AM](#) Rebecca said another idea that would not interfere with the Assessor. Now don't shoot me, but the courts are driving this. Really bear with her and hear the whole story. If they take the old commissioner room was repurposed to pay fines put in a counter with entrances on either side have room for four cubicles behind. This is connected to what is now the Public Defender so would take this and the zoom rooms and dedicate this all to court clerks. Then they have space behind the court rooms they can reconfigure. Then what do they do with Public Defender and elections. Talked about security. The basement has two stairwells and an elevator. Guess what that is the same as what upstairs has as well. Have just as much egress on the top as the bottom floor. Could create a safe room back where the storage is. In the basement could put Public Defender and could have space to hold elections with visibility on both sides. Realize this could be a pinch. Looking at foot traffic this is less times a year. It is conceivable to put Election and Public Defender on the basement. It is not hard to get to the basement. This is another suggestion that might not cause as much uphill.

[11:19:41 AM](#) Colleen said elections is not going downstairs. They are under scrutiny now. Then they want to count votes in a secret closed off basement. Has elderly workers coming in. Chairman Hancock said this is four times a year and they have an elevator. Colleen is not sure this gives them enough room for the courts. Chairman Hancock said this is closer. Jessica had another thought. Mickey said the basement is accessible can go up and down the elevator. Would be nice once they build this out. Just saying this is accessible. Chairman Hancock said it is not going to be that bad. Mickey said as long as this is nice and open. Chairman Hancock said they could have windows for when they are counting. Mickey asked if this is enough room for the courts. Chairman Hancock thinks this could be an option.

[11:22:15 AM](#) Rebecca said the other option is configure the space for courtroom space. To communicate with the courts is up the elevator across the hall. Not super far. Feels it would be less invasive to have the Elections down there but both are Clerk positions. Colleen would personally rather have the courts down there.

[11:23:01 AM](#) Jessica said her thought is how crucial is it to have Extension Office here at the courthouse. Chairman Hancock said they had them prior in another building. They felt they were not part of the county. Jessica said two solutions one they do so much at the fairgrounds could they build there. Or two where they have a younger population to move them down and move Public Defender to their area now and reconfigure this. Rebecca would not move Extension they have a lot of foot traffic. Jessica said this is a younger generation. Mickey said they use the basement for activities. Rebecca is trying to make the least amount of upheave. Chairman Hancock thinks they can flush these ideas out more. Jessica said they can move Extension up to their office and have the Public Defender up front. Rebecca is trying to make the less amount of upheave. Chairman Hancock thinks this is good to talk about. Need to measure rooms. Jessica said their offices are by Extensions storage. Chairman Hancock said so they are looking at moving Extension to our offices. Jessica said then they would put Public Defender in the Extensions office. Is not sure how much room the courts and elections needs. Chairman Hancock is not sure the elections and court clerks can share space. Colleen said the election clerks use this now. Chairman Hancock said they are not sharing the space.

[11:27:09 AM](#) Rebecca said she goes to other counties as Emergency Manager. Teton and Lemhi they utilize their basement spaces. There are commissioner rooms down there. They have Planning & Zoning Offices. Does not see the basement being a negative option. This does require a good build out. Just as accessible down there it is just as accessible as upstairs. Hold important public meetings in this room and the accessibility is the same.

[11:28:06 AM](#) Jessica asked if this was built to house departments. Chairman Hancock said it was it meets all codes. Kristine asked on lighting. Jessica asked on daylight lighting where there are no windows. Chairman Hancock said daylight lighting is not required. Rebecca said they just have to have two stairwells. Colleen asked square footage. Chairman Hancock said each floor is 8,000 but they do have some storage and electrical downstairs. Jessica asked how this would be secured for evacuations. If they have departments down there where would they have safe access for employees? Rebecca said they could add a safe room. Could have a backdoor next to storage area. Could do a shelter in place type Commissioner Young said they have to have accessibility to everyone. Rebecca said if they are looking at a safe room concept this would be a back door. Again the access is the same downstairs is the same up here than downstairs. Cannot push the window out of her office and doesn't want to jump. Chairman Hancock said he has been in many offices that he had no light. Rebecca said the lights down there are not permanent. Chairman Hancock said the electrical upgrades are there to complete this space. Rebecca said that Dave sent in a text \$389,447 for a grader. Dave said that quote is for a 150 he is looking at a 140 will be less then this quote.

[11:31:50 AM](#) Jessica just asked as fellow elected officials that they consider their opinions that have the most foot traffic. There are reasons these offices are where they are at. Has space for the next few years. Chairman Hancock said that Rebecca has brought up good ideas. Just trying to look at all options. Jessica said their offices see the public on a daily basis. Does not want the office split up and wants easy access for the people

they serve. Could put DMV somewhere else. A lot of times these are combined with driver's license. Right now is doing what she can with her employees she has now. To move DMV out of her space does not give her a lot of room. Commissioner Clark said they need more room for a line than the employees. Jessica said the Assessor side has just as much foot traffic during certain times of the year.

[11:35:48 AM](#) Chairman Hancock said to take these options back and discuss. Rebecca asked if they want the gang to get back together. Does not want to lose sight of the original goal that they have money for a limited amount of time. This would be about half of the cost. They would not have this discussion if it was not for that money. Chairman Hancock still would like to finish the basement, ambulance and grader and see what they have left. Commissioner Young said they need to look at the basement. Chairman Hancock said they will get a time scheduled with an architect. Commissioner Clark said to maybe look at a one floor building. What could they do that would not cost them ten million. They have space out there. Even if they built smaller and only spent four or five million.

[11:38:41 AM](#) Mickey agrees with Commissioner Clark if they can put two stories then they can build out later. Coming in on this late but only have until 2026 to spend the money. Need to make a decision soon to get this completed. Jessica said her design was taken too literal she just drew out the space she needed. Commissioner Young said they are just trying to come up with something. Commissioner Clark said the committee came together with a recommendation of a building. This money is to benefit the county and would like to see a few other suggestions that might benefit the citizens. Instead of just housing the employees. They do have room here so that is why they need to finish this out.

[11:41:31 AM](#) Kristine said the committee that met in January, February and March they did not decide to just build. There may not be an emergency need right now from the Sheriff's Office. The urgency and need came from the Magistrate. They are not county cupcakes looking for new buildings. They just want ample space to serve the constituents. They did not want a new building. They came up with this as doable solution. They know costs are up. Appreciate what Magistrate is working with. Dealing countywide. To be respectful of all their time maybe these meetings should be in open session. They really put a lot of thought into this. The end result that was presented was what would take up the most need. Know that they as individual departments were not asking for what was proposed. Thinks they need to be in on the working meetings. If they spend time then it is shot down it is really condescending.

[11:44:37 AM](#) Chairman Hancock said they did not think this. This was not a waste of their time. They are trying to use the money they have and looking at what the best solution is. They have some need right now then they longer need and how they solve this. Do have space that needs to be built out. Knows they have court needs. They probably do need a new building. The time they spent they appreciated. Telling her now that they did appreciate this.

[11:45:43 AM](#) Colleen asked if they need a list to see what they will have left. Chairman Hancock said they have the ambulance, grader and build out of the basement.

[11:46:39 AM](#) Rebecca said to wrap this up. The Board has obtained a better lookout for what they need. Did have offices and open space slated for the basement. Hearing this is not acceptable and that they would want to house a department in the basement. The basement plan was not acceptable so they need to retool this for what departments could be moved. Commissioner Clark mentioned thinking about what else they can do to serve the county. Rebecca said if they are looking at something else would need an idea because they can use this for multiple areas. Cannot bring suggestions without guidance. It is not fair to guess. If they have specific proposals she would be happy to look into these. Chairman Hancock said they need to look at the courts and if the suggestion she made would work. Rebecca just wants to know if there are other specific ideas. If they are looking at a maintenance shop they are looking at these funds being gone. Chairman Hancock said they were thinking \$250,000. Jessica said they could possibly do smaller remodel jobs. Chairman Hancock said this is something they would entertain. They had spoken about adding a wall. Jessica said that was if she is going to stay where she is at.

[11:51:02 AM](#) Mickey asked Colleen if they moved Extension Office downstairs is that enough room. Chairman Hancock said they would have to look at this it would include the old commissioner room. Colleen said the public defender area would not be enough. May be getting another Judge. Rebecca is trying to have clear direction on what they are doing. If they are looking at remodeling they may divide this money out into smaller projects. Jessica said they are just looking at some type of solution. Colleen said the committee looked at these problems and this was the solution they came up with. Kristine said courts would be able to get along with the entire Assessor and Treasurer room. Chairman Hancock said this is more than ample. Commissioner Clark is not totally opposed to the new building. Just need some options. Look at a single floor without the added cost for elevators. Jessica said a trailer would work she just wants all them together. Commissioner Clark said they are throwing out \$380 a square foot.

[11:56:19 AM](#) Kristine asked if they need an elevator into the new building if the second level would not have any public access. There are things they can add to stairs for ADA compliance. These are a huge cost continually. Chairman Hancock said they have to have an elevator. They may not have any employees now but they could in the future. Colleen said maybe look at one floor that can be added onto. Jessica asked if the committee could look at a smaller building. Chairman Hancock said lets focus on taking care of the courts. Rebecca came up with some ideas. The Clerk and Public Defender are the stake holders on this.

[11:58:57 AM](#) Cathy said elections are not four times a year. Before these decisions are made would like them to know the process. Kristine understands this is full-time. They were specifically looking at public access with high traffic. Cathy said they train over a hundred poll workers. They have voters they deal with on a daily basis. If they were here and saw the 2020 voting they had lines around the building. Wants them to understand their process. Colleen said this is not one day four times a year they are continually training and have early voting.

[12:00:46 PM](#) Chairman Hancock is asking questions what is wrong with a nice facility downstairs. Cathy said they know they had water down there that could be an issue. Can they guarantee this is not an issue? Chairman Hancock said they have had zero water. Cathy said moisture is an issue. Rebecca said there is not any moisture down there. Chairman Hancock said they do not have moisture down there. Cathy said this was an issue in the beginning. Chairman Hancock said they corrected this. Have six sub pumps. Cathy just wants their process understood. Can adjust for this in the basement. Would put in more viewing area then what they currently have. Can put a special training room down there. Could be better than what they have now. Cathy said they have elderly just like other departments. Sees this as an additional problem for them. Chairman Hancock said they have access into the building and have the elevator. Holly asked why Elections would be the ones that go down there. Chairman Hancock

Hancock said they are already in more than one room. They could move the election equipment. Chairman Hancock said everything would be located in one spot. Holly is wondering why they would take their room when they already have sufficient room. Chairman Hancock said some may have more of a public face every day. Kristine said they are just relaying what they do.

12:06:37 PM Holly is just worried why Election would be moved first. Chairman Hancock said they are talking about moving many different areas. Rebecca said if they have some that are sufficient then they move the Courts. These are all suggestions. Going back to the committee. Chairman Hancock said she would be the primary because they are mainly under the Clerk. Kristine asked if they can do this with all three. Chairman Hancock said this has to be open meeting. Did have Commissioner Young on the committee. Kristine said they had to take emotions out of this. We're going to configure their spaces until Magistrate came forward with their needs. Want to do what is best to serve the community. Chairman Hancock said they will move this out two weeks. Rebecca said to have a couple proposals with measurements. One issue they are looking for consensus which may not be available. With the committee this came because they wanted a building. A decision may be harder to come by. They may have some people that are not happy. If they have other plans or suggestions please bring them to the table. Commissioner Clark said they need to get more information before they meet. Rebecca asked to be involved. Do they need any allocations today or are they waiting.

12:12:22 PM Chairman Hancock said they are not wasting the time. They are trying to look at the immediate needs. Will have the main courthouse paid for. May have to start stockpiling their PILT payments.

12:13:42 PM Motion by Commissioner Young to adjourn at 12:13. Second by Commissioner Clark. All in favor – aye. Motion passed.

Aida Hancock
Chairman of the Board

Audrey Moon
Clerk of the Board

Colleen C. Pate
County Clerk



6/13/22
Date

6/13/2022
Date

6/13/22
Date