

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

Meeting called to order at 9:01. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Mark Taylor; Audrey Moon is clerk of the board. Pledge of Allegiance led by Commissioner Clark. Prayer offered by Commissioner Young. Chairman Hancock excuses Clerk Colleen Poole.

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COMMISSIONERS

- **TRAIL GROOMING BY-LAWS – (ACTION ITEM)**

[9:03:55 AM](#) Chairman Hancock asked the other commissioners if they were able to review these. Personally looked at these by-laws again and did not see any issue. Doug Smith with Madison County called and they will have a meeting on July 27 at 7:00. Wonders if they either of the other two commissioners could be there as he has another commitment. If they have a board member they will get them that information as well. Going to do some tweaking to these in that meeting. Not going to approve them today. Have postponed this until July 27. Commissioner Clark said he has spoken to Heath some who has been on this board. He saw these when they were presented. There was some concerns by the Board members. Both commissioners can attend the meeting.

- **TRAIL GROOMING COMMISSIONER MEMBER RECOMMENDATION – (ACTION ITEM)**

[9:06:42 AM](#) Chairman Hancock asked if they had any commitments. Commissioner Young said he had Lance Poole who is his neighbor that offered to be on this board. Commissioner Clark is fine with this he never found anyone else. Commissioner Young said he did commit.

[9:07:31 AM](#) **Motion by Commissioner Young to approve Lance Poole on the Teton, Madison, Jefferson Grooming Board. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[9:08:16 AM](#) Chairman Hancock asked Commissioner Clark to call Doug Smith Commissioner in Madison to see if they want their board members at the meeting as well. Did not remember him saying one way or the other.

- **US DEPARTMENT OF TREASURY CORONAVIRUS LOCAL FISCAL RECOVERY FUND AWARD TERMS & CONDITIONS – (ACTION ITEM)**

[9:08:36 AM](#) Chairman Hancock said this is if they agree to the terms and conditions. This is something they need to agree to receive their money. Commissioner Young said they need to make sure they obey the rules. Chairman Hancock said they would have to pay this back. They have until 2024 to spend the funds. Audrey said they have 2024 to commit the funds and until 2026 to spend the funds. Have asked Kristine to be the representative. Would just need them to approve the terms. Mark thinks Kristine is on Zoom. Kristine is here over Zoom and is aware of this document. Visited with Rebecca on this and they are getting started on getting the process started on the portal information. Need this approved first. Chairman Hancock wants to make sure as the Treasurer of the county would like her to keep track of this money. Kristine is fine with that with Rebecca's help. Chairman Hancock said they are allowed to use the interest however they want. That is why it is important that she manage this money for them to get the best return for the county. Kristine is always interested in the best and safest return for the county.

[9:11:36 AM](#) **Motion by Commissioner Young to approve the US Department of Treasury Coronavirus Local Fiscal Recovery fund award terms and conditions and to elect Kristine Lund to be the authorized representative. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **RETAINING OUTSIDE LEGAL COUNSEL FOR 465 NORTH ISSUE – (ACTION ITEM)**

[9:12:40 AM](#) Chairman Hancock said they discussed this last week on some issues brought to their attention by residents. They are going to seek outside legal counsel on the 465 North issue. Have three attorneys that they have been discussing. Have Weston Davis, Paul Ziel and Derick Anderson. At this time they as commissioners will talk about these openly. Commissioner Young thinks anyone of them will do well. Chairman Hancock is a little concerned about Derick since he represented the Grover's on an issue recently. Is very knowledgeable but has a client that is involved. Mark said one of these three is featuring a potential bar complaint. Can speak about this in an executive session. Chairman Hancock said they do not have an executive on the agenda. They all get bar complaints. Sits on the selection for Magistrate Judges and thinks it is rare if they do not see someone with a bar complaint. Not sure this should make a difference. Commissioner Young said they could delay this a week he is unsure on the individual. Chairman Hancock said they do not have an executive session on this agenda. Not sure if they could do an emergency adjustment to the agenda. Have left this up to the attorney in the past. Commissioner Young is a little bit nervous on adjusting their agendas. Mark said he could do a little research. Chairman Hancock said they could speak individually. Could go into a short recess.

[9:16:38 AM](#) Recess

Open session 9:31

[9:31:41 AM](#) Chairman Hancock said they have been provided some additional information. They have three candidates. Have had Mr. Ziel represent the county for many years in land use matters. May be the best candidate.

[9:32:38 AM](#) **Motion by Commissioner Clark to retain Paul Ziel to work on the legal issue for 465 N. Will have to speak with him to make sure he is willing. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

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

[9:35:35 AM](#) Motion by Commissioner Clark to approve commissioner meeting minutes from June 21, 2021 and June 28, 2021 with noted changes on June 21. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

- **APPROVE CLAIMS – (ACTION ITEM)**

[9:37:18 AM](#) Chairman Hancock said they have a big week of claims. This is mainly Road & Bridge with the road oil. Have about \$560,000. This shoots the budget pretty fast. Dave said they get their distribution in a few weeks. Chairman Hancock said they got a lot of roads done. Will be getting reimbursed from City of Lewisville. Dave said also get reimbursement on the right-of-way LHTAC purchase. Commissioner Clark asked if they are paying Eagle Rock Sanitation and Choice Sanitation Services. Commissioner Young said they may continue to bill. This was a question he had. Knows from experience the one party will continue to bill. Chairman Hancock said they have done some legal research because they do have an account with Choice. Mark said the debate is ongoing with Eagle Rock counsel. They do have a contract with Choice but they are still speaking to legal counsel. Does not believe Eagle Rock has access to the dumpsters. Wonders why they are paying this. Will check on this probably do not want to approve this one. Will take \$737.30 out of there. Dave said they use Eagle Rock can they move and use Choice? Their service isn't that much. Chairman Hancock said they can because they already have a contract. They use them for the lake and now the courthouse due to the savings for the taxpayers. Mark said Eagle Rock is making the claim they are the sole authorized provider. Chairman Hancock asked if they checked with the City Attorney. Commissioner Young said if they had a contract with another company before they can continue that service. Mark said they have not had a contract with Rigby. Eagle Rock is the franchise holder for Rigby trash. This legal wrangling is continuing. Commissioner Young said a lot of this was in Road & Bridge.

[9:42:48 AM](#) Chairman Hancock said they had a lot of items with Park & Rec. Commissioner Young said this was a lot of small items. Chairman Hancock said they had the sprinklers they had before them. Did not have anything else.

[9:43:01 AM](#) Motion by Commissioner Young to approve claims from 6/28/2021 to 7/8/2021 for \$939,346.22 subtracting the Eagle Rock Sanitation claim of \$737.30. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

PUBLIC WORKS – DAVE WALRATH

- **UPDATE**

[9:45:56 AM](#) Dave said at the last meeting showed them a quote on a Peterbuilt truck. Has a quote from Kenworth. This was an email he was sent from Sam Moss a salesman from Kenworth. They have stopped making the front end for the T800 truck. In the process of changing. Is not one available. Knows that Bonneville had one built that was built the same as their Peterbuilt and they paid \$260,000. So their quote of \$243,700 is better. Still waiting for a quote from Schows in Idaho Falls for Western Star. Has copies of the easement agreement on the Annis Highway Project. **(Exhibit A)** This is the last obstacle that they needed to meet. Chairman Hancock said they will not do this project until 2023. Dave said this helps to have this on the shelf in case another project slips they will pick one off the shelf. Chairman Hancock said this has been discussed for seven years. Commissioner Young said by the time it is done will have been at least ten years. Dave said that is why he is not a fan of federal aid.

[9:50:17 AM](#) Dave has the RFQ - Request for Qualifications not sure anything is different. This will be published in the Star on Wednesday then four more times after that. Printed them each off a QBS – Qualifications Based Selection Policy Manual. If they look at the second page they have the rules formally requested for proposals they cannot request the fee proposal. Cites the Idaho Code. Chairman Hancock said they will not ask for the fee yet. Dave knows the Federal rules are a little bit different. Chairman Hancock said they can provide this but is not required. Under federal law the Truth and Negotiation Act states any other government rate has to be the same rate for all departments. Federal Acquisition Law does not allow this. They need to have the same rate. Dave said in the RFQ thinks they have a date of August 23 for deadline on submittals. Then they will proceed from there with their matrix selection. Chairman Hancock said they may want a guarantee on the people they are proposing. They throw the best people out on the proposals then the people on the project are not the same people. Dave has been pretty satisfied with Horrocks. Speaking of which is driving out with Horrocks on Thursday instead of having the weekly Zoom meeting. Going to go look at the drainage. Chairman Hancock said right now it's hard to tell that this would ever flood. Dave said he still has the video. Knows for a fact the eight inch pipe is not overkill. Chairman Hancock said right now feels like there is no way. Dave said this is usually around February when they have snow down with a lot of rain.

[9:55:35 AM](#) Dave said they will start overlays mid-August. Is going to do a mile through Menan. Will finish the double shot BST. Chairman Hancock said this turned out nice. Dave said they will be out catching up on grooming these. Commissioner Young asked on the Old Highway. The gravel was not sticking. Dave said the gravel is coming up it was the type of oil. It was a medium set oil. Will go with rapid set oil from now on. Have been blotting this. Using their new truck from ITD and it works great. Chairman Hancock asked if this has a spreader. Dave said it does. It is all computerized and works great. May use this in the winter with the cinders. This will be a great acquisition for them.

PLANNING & ZONING – KEVIN HATHAWAY

- **UPDATE**

[9:58:00 AM](#) Chairman Hancock said they only have eight items outstanding. That is good. Commissioner Clark said this is a chance to get caught up. Kevin said they notice on the second page shows January through July they are up 112 permits from last year. Their inspections are up. Does not see this changing. Jenny's last day was last week is perusing to have more family time. Has talked with Commissioner Clark some about this. Has a webinar that FEMA is going to with all of the states. Revamping the flood policy insurance. Trying to get ahead of this some. This is on the 13th of August this is a webinar. Commissioner Young asked if he supplied the link that would be the best. Kevin said they have some progress on mapping in the Heise area. Will just continue moving forward.

ASSESSOR – JESSICA ROACH

- **PUBLIC HEARING – RAISING ADMINISTRATION FEES – DMV**

[10:02:25 AM](#) Chairman Hancock said they will move into a public hearing. This is to raise the administrative fee for the DMV. Opens this up as a public hearing. They have sign-up sheets on the table. **(Exhibit B)** Chairman Hancock has not seen anyone sign up. Asks Jessica to go ahead and give them a summary. Jessica said the administration fee has not changed in over twenty-five years. This is a statewide system. Was not supposed to be supplemented with property tax. Have six full-time employees compared to two in the past. All of the counties are looking at their admin fees. This was based on the budgets to come up with the \$6.00. This is something that will be kept track of annually to make sure they are not supplementing with taxes. The increase is from \$3.00 to \$6.00. Chairman Hancock said this is a large jump but it is needed. Jessica said this could be longer her supervisor started in 1996 and it has never changed. Chairman Hancock said this is not popular with those doing registrations. This should not be a burden on property tax. Chairman Hancock said he did see this advertised in the paper. There is no one here to testify. There is no one here for, against or neutral. The discussion will be between the Commissioners. Commissioner Clark said this has been twenty-five years. Needs to be raised to cover their costs. Chairman Hancock said he did notice the lines have been better. Jessica said that Monday and Friday are the worst. Chairman Hancock said they will be looking at the actual cost over the next year and will have a report on this. Jessica has updated the spreadsheet from October 2019 to June of 2021. This shows the revenue they are bringing in and the admin fee. They are down a little bit from last year. Will not take effect until ITD changes this takes about a month. These numbers have tripled that they do each month. Three-quarter goes to ITD. Thinks that Madison is still looking at adjusting their fee. Even Clark County was higher than we were. Even know they were looking at recalculating theirs. Commissioner Young thinks the \$6.00 looks in line.

- **RESOLUTION #2021-34 – ADOPTING DMV ADMINISTRATION FEES – (ACTION ITEM)**

[10:10:17 AM](#) Chairman Hancock reads resolution. "Resolution authorizing the administration fee increase for the Department of Motor Vehicles Title and Registration. At the meeting of the Board of Jefferson County Commissioners, State of Idaho, on the 12th day of July, 2021, the following was adopted to wit: Whereas, the Board of County Commissioners held a public hearing for the administration fee increase in the Motor Vehicles Title and Registration Department on July 12, 2021 in the Commissioner's meeting room located at 210 Courthouse Way, Suite 240, Rigby, Idaho; and Whereas, the fee increase hearing was held in accordance with Idaho Code 63-1311; and Whereas, the public notice of hearing was duly published in the Jefferson Star on June 30, 2021 and July 7, 2021; Be it therefore resolved that the Board of Jefferson County Commissioners hereby authorize the administration fee for vehicle registrations increase from \$3.00 to \$6.00, effective immediately, and as noticed to the public in cooperation with the Idaho Transportation Department as it updates the fee in its mailing of future registration renewal notices. Approved and adopted the 12th day of July, 2021."

[10:11:57 AM](#) **Motion by Commissioner Clark to approve resolution #2021-34 for an increase to the DMV administration fee. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **HOMEOWNERS' EXEMPTIONS – (ACTION ITEM)**

[10:13:39 AM](#) Chairman Hancock reconvenes the Board of Equalization.

[10:14:03 AM](#) Jessica said the new homeowner's exemption took effect is going to wreak havoc as far as tax cancellations go. Had a meeting last week regarding this. Especially with the occupancy roll. Consulted Matt Virgil with the State Tax Commission. Basically the law changes even on the occupancy roll will be eligible for the homeowners' on the land. Recommended they take the majority of the brunt on the occupancy roll. By law has to have the abstract by the fourth Monday in July. State is recommending they continue to change these to the rolls until the third Monday in July so they have less tax cancellations. Has a two page list looking at about \$20,000 of tax dollars that will be canceled. This will affect their taxing districts. Will take the brunt off of the occupancy roll. Some of these may not have a tax bill at all for occupancy. Up until July they can do this. Will have a better number coming in December. Commissioner Young said this could create a shortfall. Jessica said they may need to have a \$30,000 contingency on this. They sent a letter out but to make sure the districts are aware. In the last week had six homes that did not have homeowner's sign up. Commissioner Young said maybe they can hold over some of their contingency.

[10:19:11 AM](#) Jessica said every year they have tax cancellations but this will change the game. Commissioner Young said they still move the tax burden some place. Jessica has a list could be attached as an exhibit for the record. Will run the abstract on July 19 to hopefully get more on the rolls at the recommendation of the State Tax Commission. Chairman Hancock said they will approve their list to make adjustments for the home exemptions. Jessica said they put the value, homeowner amount and the taxable value. Can now come in on December 31 after they get their tax assessment. This is then a cancellation and everyone is affected by this. This is \$1.8 million in taxable value. Divide that by one percent looking at over \$20,000. This is not even half of the homes they have measured. The more they add onto the abstract the better off they will be. Last year added 250 to the occupancy rolls. Chairman Hancock said they need a motion to allow her to adjust the taxable assessed value.

[10:28:12 AM](#) **Motion by Commissioner Young to approve County Assessor Jessica Roach to adjust the homeowners' taxable value on new construction and occupancy list. (Exhibit C) Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:29:42 AM](#) Chairman Hancock said they will recess the Board of Equalization based off of state recommendation. Will meet again next week at the advice of the State Tax Commission.

[10:30:38 AM](#) Chairman Hancock said they apologize for last week they can call the next time they have an issue with time. Jessica said they used to have exact times. Chairman Hancock said before they are always going in and out of recess. Did not realize the time that took because they did not know what they were getting into. Sometimes the best plans do not work like they think. Will work toward calling them if they have to.

IT – GARN HERRICK

• **PC WORKSTATION PURCHASES – (ACTION ITEM)**

10:33:52 AM Garn goes over new workstations. These are all Dell and are on the state contract. Will be cycling out everything that is 2015 and older. Still have a few out waiting. Have the trusted platform module that they will require when Windows 11 will be released within the next three months. Chairman Hancock said these are Dells. Garn said to keep people working in the county efficiently they need decent work stations. Will have decent old ones. Will take out the hard drives. Will salvage the old ones or could put them up for auction. Chairman Hancock said the schools could use a lot of these. Garn said the schools have newer ones then what they are getting rid of. The schools are on a three year rotation and we are on a five year rotation. Chairman Hancock said they had discussed this. Computers have stabilized. Thought the schools didn't have enough. Next question is if they have the budget. Garn said they planned to purchase these. They are doing this early because they have a long lead time trying to get these shipped by September. Chairman Hancock said this is the state pricing so they do not have to go out for bid.


10:37:47 AM Motion by Commissioner Clark to approve Purchase Order #3604 of fifty PC's for \$49,246 through Dell. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

10:39:28 AM Mark asked if they saw the email for the City of Hamer. Chairman Hancock read this and thinks this looked good. Asked who did this. Mark said he did. Had to do some research. Chairman Hancock said they did what the Attorney General stated because otherwise they need to act like an incorporated city. Mark thinks this is a win and the county will share this jurisdiction with them and they will not miss any legal services. Commissioner Young asked what happens if they are not incorporated but still want to function as a city. Should the commissioners appoint a counsel? Mark said they probably should not have a functioning counsel. With the individuals he has spoken to they acknowledge they do not function as a city and is anxious for the county to take over. The nature of this is different. Wants to have a fifteen days' notice. Will go back and speak with them and will have a notice created. Will have to have them sign a resolution as well as the county.

10:44:01 AM Motion by Commissioner Young to adjourn at 10:44. Second by Commissioner Clark. All in favor – aye. Motion passed.


Chairman of the Board


Clerk of the Board


County Clerk



8-2-21
Date

8/2/2021
Date

8/2/21
Date