

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
AUGUST 23, 2021**

Meeting called to order at 9:00. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Mark Taylor, Sheriff Steve Anderson, IT Garn Herrick, Planning & Zoning Kevin Hathaway, Maintenance Travis Thompson, Public Works Dave Walrath, Noxious Weeds & Invasive Species Mitch Whitmill, Public Defender John Stosich – (Zoom) Probation Tammy Adkins, Treasurer Kristine Lund – (Zoom), Extension Office Lorie Dye, Emergency Management Rebecca Squires, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Mark Taylor. Prayer offered by Commissioner Clark.

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COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

9:04:29 AM Extension Office Lorie Dye said they have been at the fairs the last two weeks. So proud of our youth and what they have accomplished. Still bringing in all the results. Does not know the amount of the market sales yet with the added boost. Thinks these were the biggest they have had. Feels this is a showing of the support from the community. As soon as she gets the final numbers will let them know. Thinks this was \$375,000 for Rigby before the boost is unsure about Mud Lake.

9:06:13 AM Public Works Dave Walrath said that today is the deadline for qualifications on designing a transfer station. Will finish up chip sealing this week. Then start into overlays next week.

9:06:53 AM Park & Recreation Mickey Eames has not been available for a few of these. Will go back to June 26 this was a super success. Went pretty smooth for the amount of people. Thanks the Sheriff's Office, Rigby Police and Central Fire for supporting them. There has been a lot of people at the lake this year. Slowed down this last week with the rain. By this time they are ready for this to slow down. Working to get their second playground equipment put in first part of September.

9:08:01 AM Noxious Weeds & Invasive Species Mitch Whitmill trying to stay ahead of the kosha. Knows that it is growing in places pretty tall. Chairman Hancock said all it took was a little rain.

9:08:37 AM Planning & Zoning Kevin Hathaway has two new hires starting today so they are fully staffed since March. Continuing to work on their updates. This month they have brought in over sixty permits.

9:09:43 AM IT Garn Herrick said they almost had a perfect month on the phishing emails. Had one person click on this.

9:10:15 AM Maintenance Travis Thompson does not have anything to report.

9:10:25 AM Sheriff Steve Anderson said they are ramping up for school. Starting today and next week. Had some turnover with people leaving for other opportunities. Attended both fairs.

9:11:00 AM Emergency Management/HR Rebecca Squires said that there was a bunny taken from the fair last week and it was pretty sad. Was a pet. On Emergency Management have had to do some work on the levee. Thinks the flows will be coming down by the end of the week. These flows are more like what they see in June than August. This is fairly dangerous out there. Mickey asked why. Rebecca said this is downstream demand. Palisades is at twenty-six percent and American Falls is at fourteen percent. As far as COVID they have 14.1 cases per 10,000. Have 421 cases district wide. Look at where the cases and hospitalizations are they can see this increase. Try and protect themselves. Shots are still readily available and boosters may be coming in September. In HR have been going through the salary requests. With the consideration of the COLA a lot of the salary requests will be met. This is something they are looking at with the budget. May not have to push ahead so far on steps. Lorie asked on green sheets. Rebecca said after the budget is passed next week they will turn the green sheets and any personnel action forms into her, Colleen or Audrey.

9:14:47 AM Treasurer Kristine Lund apologizes she is meeting through Zoom. Warrants of distraint turnover for the Sheriff's Office was the lowest she has seen for the second round of the year. Two of their problem pieces in Menan got completely taken away so they will never have these problems again. Secondly since she has been here their three year delinquencies are at their lowest. Right now working on 2018 have 99 parcels usually at this time they have between 300 and 400. Hoping that things are changing. Even with everything else going on our community is doing well. Collections were good and continue to be that way. Hoping to have some auctions the end of the month did not get the info to the clerk until last week so they will have the auction in September some time.

9:17:46 AM Public Defender John Stosich asked if they are participating with the Board of Guardians. Chairman Hancock said they approved some money for them but no one ever came in with a request. John saw this in the minutes that this had come up. Not sure where they rested on this. So they are not participating right now but have money set aside. Chairman Hancock said they have money in the budget for this. John contacted Madison County and Troy Evans gave him some information. Paul Ziel is the attorney for the Board of Guardians. Asked if he can contact Mr. Ziel. Chairman Hancock thought this covered more than just the one county. Colleen thinks they were combined and then they were going to merge with Bonneville. Mark said they were looking into this but the connection never happened. Have applied for this. Their hope is they will move forward with this then look at the payment. Knows his deputies are looking at the application. May want to work together as to not duplicate the application. John said Whitney James is the Crisis Manager with District 7. Mark said they can talk after this. John said things are going well.

9:21:37 AM Prosecutor Mark Taylor said in their office had a meeting with Child Advocacy and shared information on child abuse cases. They are reporting a significant uptick in these being investigated. Have not made their way into the court system yet but seeing a significant

increase in caseload. With that in mind will remain vigilant at keeping their office fully staffed. The backlog is handled from COVID. Now are dealing with more current cases. Chairman Hancock asked if they will let Mr. Hendricks go back. Mark will talk to them later in executive session.

[9:23:36 AM](#) Clerk Colleen Poole has copies of the budgets currently. Has been through the salary requests as well as Rebecca. Look through these and if they have any questions ask that they bring these up today during the budget discussion. Would like to get this finalized for their budget hearing next Monday night.

[9:24:15 AM](#) Commissioner Clark said he does not have anything. Appreciates everyone and everything they do.

[9:24:25 AM](#) Commissioner Young said he does not have a lot. Eastern Idaho Public Health did have a meeting on Friday. Discussed reinstating the plan. This was voted down mainly because they have a vaccination available. Will provide a couple of statistics have 20 to 21 people in the hospital. Ninety-five percent of the people in the hospital have not been vaccinated. The vaccine is there for those that want it and it does work. Feels the more people they can get vaccinated the less of a pandemic they may be in.

[9:25:35 AM](#) Chairman Hancock said they will be finalizing the budgets today. Thanks Extension Office for their work at the fairs. There was a lot of participation. Mentions that the parking was a real mess. Lorie may present this to the fair board. Chairman Hancock said even if they brought in some gravel it would help.

[9:27:42 AM](#) Colleen clarifies the Commissioners have approved a three percent COLA thus far so if they cannot find this on the step & grade chart that is the reason. Chairman Hancock thanks everyone for coming.

PARK & RECREATION – MICKEY EAMES

- **RESOLUTION #2021-37 – DISPOSITION OF COUNTY PROPERTY – (ACTION ITEM)**

[9:28:28 AM](#) Mickey has a resolution. Have both Suzuki listed they are at the mechanics right now. This is not for both four wheelers. Have someone looking at them to keep the better of the two. Chairman Hancock reads resolution. "Resolution Authorizing Sale or Replacement of Personal Property. At a meeting of the Board of County Commissioners, State of Idaho, on the 16th day of August, the following was adopted to wit: Whereas, Idaho Code 31-829 requires the Board of County Commissioners to authorize the sale or replacement of personal property, which is obsolete, worn or damaged so as to require replacement; and, Whereas, the Parks and Recreation Department has proposed for sale or destruction, the below listed personal property that is of no further use to the county; Be it therefore resolved that the Board of Jefferson County Commissioners hereby authorize the immediate sale or replacement under the supervision of the Jefferson County Parks and Recreation Department Superintendent. 2015 Kymco UTV and either a 2012 Suzuki King Quad ATV or a 2014 Suzuki King Quad ATV." Will keep the better of the two Suzukis and the other will be put on their public auction site. Commissioner Young asked if they need minimum values on these. Chairman Hancock said they do this usually separate of the resolution since they usually do not publish the minimum bid. Asked on the 2014. Mickey said they have some clicking going on. Has Corey Williams looking at these to let her know which one to keep.

[9:31:05 AM](#) **Motion by Commissioner Clark to approve resolution #2021-37 for sale or replacement of county property. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[9:32:43 AM](#) Chairman Hancock asked if they will buy another from Weeds. Mickey said she will, he will have one available.

- **EMPLOYEE WAGE INCREASE – (ACTION ITEM)**

[9:33:12 AM](#) Mickey is here she has a young lady out at the lake that has stepped up picking up shifts. Would like to increase her pay for the knowledge she has received this season. Wants this to go through September. Chairman Hancock asked on the pay scale. Mickey said she started at \$11 would like to up this to \$12. Has the budget available. Chairman Hancock said this is a part-time employee. Mickey said yes she is a great employee and does not want to lose her. Will only be until the middle of September. Commissioner Young asked the wages for the position now. Mickey said she has people who make either \$11 or \$12. Chairman Hancock asked Rebecca to speak about this.

[9:34:48 AM](#) Rebecca said they do not really have a policy recommendation for part-time employees. A \$1 raise is not something that anyone else within the county receives. Is also not common for giving an increase to someone that has been here less than a year. This is a management decision from the board. Mickey said they do not do the same thing out there as the rest of the county. Losing people when they can get paid more at Wendy's. Commissioner Young asked if they have employees making the same \$12. Mickey said she does they range from \$11 to \$12. Chairman Hancock said that she feels that they have been providing more support. Mickey said yes. This year has been difficult keeping employees out there. Commissioner Young said this person will only be here another month so he personally does not see a problem. Commissioner Clark said that they are still part of the county. Chairman Hancock said they are different because they have part-time workers that do have a lot of turnover. As far as policy goes they still need to follow the rest of the county.

[9:38:20 AM](#) **Motion by Commissioner Young to increase a lake employee on the personnel action form to \$12 an hour through the end of the season. Second by Commissioner Clark. Chairman Hancock said this is a seasonal employee. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

COMMISSIONERS

- **NUISANCE RESOLUTION #2021-38 – CITY OF HAMER – (ACTION ITEM)**

[9:40:04 AM](#) Chairman Hancock said that they have the resolution. Will not read the entire thing. A synopsis of what this is. This has to do with an issue in the community of Hamer. They are falling under the jurisdiction of Jefferson County. Have an issue with tires that have become a public nuisance. Has had numerous investigations on this. Will be working with the community who are under the county jurisdiction and ordinances. Asked Mark to give additional explanation.

[9:41:22 AM](#) Mark said on the legal side have the memorandum of understanding that they signed with the City of Hamer. Are sharing jurisdiction until they become disincorporated which is a process. This resolution is for a nuisance that has been going on for some time with no way to deal with this. Is a fire hazard and have a letter from the State Fire Marshall. This is something that needs to be handled and is the next step. More

legal items will need to happen after this. Chairman Hancock said the City of Dubois has the same issue. Mark said they have another site in Idaho Falls as well. As far as this resolution is concerned what it does is summarizes that they have an MOU and this person has been notified and warned. This should not be a surprise to the owner of the property. Let's them know of the violations. Chairman Hancock said they may receive additional help from the state by doing this. Mark said that will be the next step to request the money to help clean this up. There are other options they may pursue as well. Commissioner Young is happy they were able to get this completed. Definitely support this resolution.

9:44:09 AM

Motion by Commissioner Young to approve resolution #2021-38. Second by Commissioner Clark. Roll call taken.

Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

- **SNOWMOBILE GROOMING BYLAWS – BOARD APPOINTMENTS - (ACTION ITEM)**

9:45:37 AM

Commissioner Clark invites Tom up. Tom Barry 3168 E 600 N in Rigby is part of the Snowmobile Advisory Board. Chairman Hancock asked Commissioner Clark to look at this. Commissioner Clark said the grooming board has not had bylaws. So now they have implemented some snowmobile grooming bylaws that gives them some direction. Have gone through these a few times. Madison County Attorney went through these and they changed them some last week. Hoping this is the final. Not sure if they want to wait a week or not since they have not had a chance to review these. Chairman Hancock said they discussed the fact that the bylaws put too much on the advisory board with items that probably should fall under the commissioners for the three counties. Tom said that Commissioner Clark did bring this up in the meeting. Designed these and Madison County tweaked these. They work for the commissioners but also Idaho Department of Parks and Recreation. They are right they did put a lot on them but they do fall under the commissioners. Chairman Hancock said they were aware of this and concerned. Did not want to add burdens to them. Tom said they did tweak these and was very insightful. Chairman Hancock said that Commissioner Clark has been spearheading this. Commissioner Clark is not sure if they want a chance to look these over. Tom would encourage and recommend this. Chairman Hancock said that he knows that Troy Evans has reviewed this for Madison County. Commissioner Clark said before they had the host county approving everything and now have changed this to be more of a joint effort. So there were some changes on Wednesday night. Thinks that Madison is meeting today. Tom said that Teton is meeting today. Realized that they would not have enough time to review these completely. Commissioner Young thinks they can let their attorney review these. Tom said their attorney has not seen the revised copy yet either. Chairman Hancock said they will table this and put this on the next agenda. Audrey said she will put it on their next scheduled meeting which will be Tuesday, September 7.

- **BUDGET**

9:50:57 AM

Colleen has given them a copy of the ones that have had salary changes and the ones they are over. Thinks the first is Planning & Zoning these are the numbers that have been given to her. Chairman Hancock said the administrator requested \$71,000. Ask Rebecca to come up and discuss this. Rebecca said what she presents is based on data. The decisions are up to them. Having been asked to do a wage study can present the following. The administrator position could be a grade eleven. However this is a policy decision for the board. Recommendation that the building official should be set at a grade nine step one. Without the 3% is \$51,522 again this is based off data. With 3% is \$53,067. The permit tech position did not do a wage study. Recommend a one-step increase to a grade four step three at \$33,696 and that was the initial request. This is without the COLA. With COLA is \$34,706. Administrative assistant this person would be a hire and not be eligible for an increase would recommend a grade three step one at \$31,043 with the COLA. The second administrative assistant is not currently fully funded would also recommend they do a grade three step one at \$30,139. Chairman Hancock said they discussed funding this for half a year. Rebecca would just divide this in half. It is \$31,043 with the COLA. Colleen said \$15,521 would be half. Rebecca said in the other positions. With the building inspector there was a grade change recommended but a seven would be more appropriate. Would do a grade seven step one for \$42,723 with COLA is \$44,004. These are still policy decisions. This is a two grade change but the data does support this. The office manager and planner should remain at a grade five step two. This person has been with the county less than a year and moved to this position. This is \$35,714 with COLA is \$36,785. For the Planner position would recommend a grade eight step one. This is a two grade increase is \$46,488 and with COLA is \$47,882. For the code compliance technician these wages came in lower than an inspector. Individual is not yet certified would support a grade six step one or remain at a grade five until certified. Is budgeted at a grade five step eight but does not recall what this position was hired at. Kevin thinks this was a five/three. Rebecca said they are not eligible for a step increase. A building inspector would be a grade seven but this would fall behind this so thinks a six would be appropriate. This individual is not certified. Could budget at the grade one step one which is \$38,958 with COLA is \$41,027. Code compliance does not warrant going to a grade seven. Commissioner Clark said they hired at a five/five. Rebecca said this is at a five two which is \$35,714 this is \$36,785 with COLA. Chairman Hancock said they can budget this higher. Chairman Hancock said they would be going to a grade six and gives them the opportunity once they are certified. Rebecca said this is policy question. Chairman Hancock said to go back to the administrator. Had this at \$62,729. Rebecca said this is a grade ten step six looking at a one-step increase is \$60,902. Commissioner Clark asked two steps. Rebecca said this is \$62,733. Colleen said they have \$62,739 is with the COLA. Rebecca said she has a one-step increase with COLA. Chairman Hancock said this is a ten six. What is a step eight? Rebecca said a grade ten step eight is \$61,360. Chairman Hancock said they were thinking a two-step with three percent is \$63,479. Rebecca said this is \$63,482 on the chart. Chairman Hancock thinks this is where they should be. Colleen asked the total. Chairman Hancock said \$63,479 with COLA. Rebecca said do \$63,482 to match the chart. Chairman Hancock thinks this is good right there.

10:08:48 AM

Kristine Lund asked if she can ask a question. Is curious why they are looking at more than one steps with the COLA. Some positions are just getting a step and others are just getting the COLA. Chairman Hancock said in Planning & Zoning Office from doing the wage studies are finding Planning & Zoning is considerably below the average and need to be regraded. Concern is the open positions and want to keep people here. Trying to make these more competitive. Kristine asked why they are doing this for one department and not doing this for all departments. Chairman Hancock said they have other departments that they have done this with for the same reason. Commissioner Clark said some of this has been added responsibility from where they were. Commissioner Young said that is why they are working with their HR Officer and really should do this for each position within the county. Kristine said this does not seem fair or equitable since they are experiencing this throughout the county. Lost two trained employees in the Sheriff's Office. In the budget see some that are only getting a COLA. Perhaps they are not in the step & grade but do work full-time and they are responsible for their wages. Just wanted some clarification why this is not county wide. Chairman

Hancock said they are looking countywide. They would not get a step if they have not been here a year. Kristine said elected officials do not. Chairman Hancock said that elected officials are going to get a COLA and perhaps something else. Kristine said this has not been decided yet. Kristine has looked at the studies but did not bring this up because they redid the data when they did fifteen percent increases a few years ago. Confused why some departments are getting considerable wage increases. Leaves a shadow on other departments and employees. If their duties have changed that makes sense. Other departments are feeling the growth as well.

[10:13:29 AM](#) Rebecca said her concerns are valid and appreciated. When the payroll committee discussed their chart. One of the things they did look at was more outward for the equity than inward. Want to look at similar positions are outside of the county and not so much within the county. That was a decision by that committee and that comes with its own set of hazards. With her apologizes is an HR department of one and does rely on department heads to provide this data. Will take a deep dive when she is asked. Cannot provide a wage study on all of the positions within the county. Do depend on elected officials and department heads. Will help if the issue is raised. Kristine understands this but maybe a heads up for others across the board. If they felt they still were not where they should be. Now they have employees getting grade changes and others are just getting a step. Did not know that the budget was going to allow them to re-grade or re-step. Would this be done every year? Maybe some discussion to make sure they are all on board with this. Chairman Hancock said they have funded the step & grade but they have had years without giving a COLA and then other counties have and that inflates the wages to those around them. Colleen said then they fall further behind. Chairman Hancock said employees will get their step and the three percent. Unless they have other situations that are being brought to their attention. May not be as fair but trying to be as equitable as they can. Trying to use comparisons with other counties.

[10:17:20 AM](#) Commissioner Clark said the majority of this is with the changes to their jobs. Commissioner Young said that Planning & Zoning have had different responsibilities. Chairman Hancock said back on Planning & Zoning. On the professional services line Kevin wanted to bump this to \$40,000 and maybe reduce the capital vehicle to \$7,250.

[10:19:52 AM](#) Kevin said the professional services line does not think it impacts this because they would only spend the \$10,000 if they need it. The money will be there. The extra \$10,000 reflects the additional costs. Commissioner Young said in the past they have not spent this. So far they have spent around \$11,000 total. Kevin said this is in case they have an emergency. They turn money back every year. Their department funds themselves. Commissioner Clark thinks it is nice to have the money available. Chairman Hancock said they do have money available with the Commissioners if they have an emergency. Kevin asked if they want any additional information on the wages. Chairman Hancock thinks they have covered the wages adequately. They will reduce the capital vehicle line to \$7,250.

BUREAU OF LAND MANAGEMENT – JEREMY CASTERSON

• TRAVEL MANAGEMENT PLANNING

[10:23:13 AM](#) Jeremy Casterson with the Bureau of Land Management has a power point he will present. **(Exhibit A)** Are seeing a possibility of a drought but the rains have been nice. Have not made any reductions to allotments yet. Will be sending out another letter on their allotments. Really bad in some areas. East of the freeway is hanging in there. Did something similar in 2014 by asking them to request less than their allotments. If they get great precipitation this will not be an issue. Wants to keep them updated on this.

[10:25:17 AM](#) Jeremy said they have four zones for travel management planning. Have 1.8 million acres. Like to spend time with the effected communities. This is the area they will be working on. This is 126,000 acres this is the thick gray outline for the eastern zone. It is mostly Fremont and Teton but there is some Jefferson included. Have 850 miles of routes within the area. These come in all varieties. Would be able to permit someone a road into their residence. Or for power lines. These are routes they cannot close. These are a rights-of-way. There are times they may not want the public on the road. Permitted use is for livestock is part of their grazing permit. Need to make sure they can get to areas. Mainly the use they have is recreational use. Then have administrative access for BLM to use.

[10:27:39 AM](#) Travel management planning in general is comprehensive. So it includes all of the routes and includes seasonal closures. This can be for specific vehicles. Will look at Ebikes and snowmobiles. This is not just closing routes. They want to look for new opportunities to have access where they do not have any or for additional recreational access. Has to be a collaborative process. Which is the most important in a travel plan. Knows it gets controversial to tell people where they can or cannot go.

[10:29:32 AM](#) Land use planning this is the overarching plan for the 1.8 million acreage. Have polygons with open, limited or closed. Open means they can go cross country. Limited means will have to stay on designated routes. Closed means no travel in the area. Step down from that is the travel plan they are working on. Have some old land use plans. Not able to do travel planning until the 2015 sage grouse plan came around. Now can tier off of this. Do have some designated routes is in the Snake River corridor. Route inventory they have to capture everything they have. GPS these routes. Have a tech with an ATV that runs the route and add these into aerial imagery. Done two or three of these including the Menan Butte area. Route evaluations is where they take the inventory and categorize types such as how wide this is, if there is gravel and if this is close to sage grouse. Need to do this so they have the correct information and so this stands up in court. Route destination is where they go through and do an environmental process. Will have one alternative where they close fewer routes. One where they are more centered on resource protection. Work on putting this together. Implementation is when they sign the decision. This is when they do public outreach and education. Need to publish in the federal register so that law enforcement agencies can cite individuals. Then have to have signage. Then just because this is closed on paper does not mean that on the ground. Can put in gates and boulders but people will go around these closures. Then they need to enforce this.

[10:34:14 AM](#) Shows them where they are on the travel management plan. The land use planning is done and the inventory is done. Have held two public meetings one in Rigby and one in Driggs. Showed this to the public. Did get some comments they incorporated. Now in 2021 they have done another inventory in Menan and they are at the route designation process. Is here ahead of time likes to touch base with the counties before the public. Will release three options for the public. Then they take comments and in the spring of 2022 come back one more time with a plan. They will get two more takes at this. Hoping by the end of 2022 will have this plan implemented.

[10:35:56 AM](#) Wanted to discuss an area in Jefferson County in particular the Lewisville Knolls. Has been speaking with Craig Stoddard and Snake River Mountain Bike Club. Teams are looking for areas to ride. This would be a great opportunity to increase the activity. Can include this in this process. Next they have the Menan Butte area the map shows what has been added in the last five years. Knows they have a host of issues with fires, target shooting and dumping. Had been pulled aside by Jerald Raymond to use his federal hammer to get control on some of the issues out there. Do get quite a few calls with concerns about shooting. Met with the Dean at BYU-Idaho on several occasions. This may be the opportunity to address some of these issues through the travel planning process. Asked if Mike can shed their experience on what happens out there. Deputy Mike Miller said can speak some for both the Sheriff and Fire point of view. They dump a lot of garbage, dead animals and even old cars. People at BYU-Idaho are out there having bon fires. Out there constantly putting out fires. Have pallets out there that they cannot burn. Was told they did not know they couldn't do this but drove by the signage. BLM had some work done on the north road. The road was awesome could get a fire truck or patrol out there. First rain came and within minutes kids went out and destroyed these roads again. There are places out there that need fixed. May need to add some gravel or lava in the deep holes so they do not wash these roads out. Had a fire a month or so ago it was good they did not have to go any further because they would not be able to get the fire truck out. Lives in the area and can see the road to the trailhead out. This is Highway 20 traffic on the weekends. May be over exaggerating some but this is a very busy place.

[10:40:32 AM](#) Jeremy said the amount of routes and these issues may look at further closures. Has a history on emergency closures. When they couldn't keep up with the dumping it forced closure. Wants the public to have an area to recreate but need to get a handle on these biggest problems. Mike said an additional comment. Even with the shooting going on. Likes to go target shooting as well. Had a fire started by shooting. Actually had a fire two years ago and they were on top of the knoll fighting the fire and they had bullets ricocheting around them. People were firing out at them while they were fighting the fire. Jeremy said this is a large concern. Going to get someone hurt. Mike had a bullet go by him while holding a fire hose by around ten feet.

[10:42:34 AM](#) Jeremy has a picture of the Menan Butte on the next slide. Would love to hear from them and have people pointed their way. Needs the help from the community. Rebecca asked on the road inventory process if access on the east side of the Lewisville knolls came up. Have had some access issues. If mountain biking is going to be a thing then this would need to be an access. Jeremy knew he should have brought this map. Chairman Hancock said they as commissioner have been concerned. Knows that Shocker used this when they built the Ririe bypass. Now landowners do not want anyone to get through. Had this for years. Jeremy said they will look at this hard. Sometimes it is out of their control. If a private landowner will not allow access it makes it hard. Challenging to rectify this but will look at the Lewisville knolls. The only access is on the west right now. Chairman Hancock said Shocker used this forever. Rebecca said this is down to who has the biggest front end loader. BLM is an adjacent landowner to the area in question. Thinks they should have the right to the access. Can give them a name of the local resident to visit with that has the history. Jeremy will keep them in the loop when they start getting this project pushed out.

[10:45:54 AM](#) Dave Walrath said currently they are having a transfer station designed at their landfill. Thinks this may alleviate some of the dumping. Chairman Hancock said this is only two miles from where Madison has their transfer station. Dave said they do not take any household stuff. Chairman Hancock said this is only a few miles. Jeremy said they see the same thing with shooting. Commissioner Clark said they have issues dumping before they get across the river. Chairman Hancock said down on his place. Commissioner Clark said this is prosecutable. There really is a heavy stream of traffic in the area. Jeremy said sometimes they are lucky when they have addresses within the garbage that is dumped. They can issue two different types of situations for littering. Chairman Hancock said he owns property by Henry Creek and they run into the same issues. Jeremy said they have several hot spots. Chairman Hancock said to really look at the Lewisville knolls and what has happened to the access.

[10:50:17 AM](#) Jeremy asked on the pheasant hunt. Rebecca said she has kept their pheasants nice and fat. There were tons of birds and hunters. This was a little too crowded. Rebecca's uncle went out and got his limit. Jeremy said they wanted to create an opportunity that did not exist. Usually the hunters go to hunter ed. Mitch said if they need any information on the access on the knolls they show they maintain this for the BLM for the last five years. Chairman Hancock said part of this was a result of trade. The access for the BLM went straight to 200. Rebecca said Hunters Road that shows access has been closed. The agreement was they still had access off of 200 North.

PUBLIC WORKS – DAVE WALRATH

• JOHN DEERE 225 LC EXCAVATOR RENT/PURCHASE – (ACTION ITEM)

[10:53:54 AM](#) Dave said they are working on the excavator issues. Going to get a picture of the part. Chairman Hancock said if they put a used one in the value will increase. Will get more out of this if they have it running when they trade or sell this. Was over at the office the other day. Dave said while he was out he saw a John Deere 225 LC. Base these off of how heavy they are. The current CAT is a 315. This is a 27 ton machine. Quite a bit heavier. Looking at seeing if they can rent this for four weeks for \$8,600. Then if they do decide they want to purchase this they will apply seventy percent of the rental price toward the purchase. Chairman Hancock said they want \$98,000. How was this when they looked at this? Dave said this is tight needs to verify the hours. Chairman Hancock said it has more hours than the one they have. Asked about the track are they in good shape. Dave said they seem to be. Commissioner Clark asked the hours put on these. Dave said not as much as the scraper but they do use this. Chairman Hancock thinks about 300 to 500 hours per year. Dave said this is a John Deere and has more lifting capacity. Would have come in handy on the bridge sections. Chairman Hancock thinks that would be a good idea to rent this for a bit. Then could get caught up. Commissioner Clark said then they would know if they did not like this. Asked if they took the Hitachi back. Dave said they did this it was not what they wanted. Chairman Hancock said they usually do limit some hours with the restrictions. Commissioner Clark said they could use this to get caught up. Dave said if they wait a week will put them in good spot for September. Chairman Hancock said this would get them some leeway they may see some changes this winter for excavators. More willing and aggressive to get rid of these. Dave asked that they approve the rental.

[11:05:16 AM](#) **Motion by Commissioner Clark to allow Solid Waste to lease a John Deere 225 for \$8,600. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **COMPRESSION BRAKE ORDINANCE**

[11:06:04 AM](#) Chairman Hancock said they want Dave to pick some areas because they have to be specific. Dave said if they look at residential subdivisions would be everywhere. Chairman Hancock said they have Menan-Lorenzo, Yellowstone and County Line. Dave said south and north Yellowstone. Chairman Hancock asked if there is anything on Highway 48. Dave said they are not sure they can on a state highway. Chairman Hancock said they did in Canyon County. City of Rigby has a sign on Highway 48 coming into town. Chairman Hancock said coming into Menan. Dave can get with Menan. Chairman Hancock said the city already has this. Dave said they need the ordinance referenced on the sign. That was the problem before since they did not have this it made it worse. Asked Dave to do a bit of checking. Commissioner Young thinks this is a good place to start. Dave will get with Wade on the state highway.

[11:08:43 AM](#) Dave said the state did adjust the stop light on 3800 where the yellow time was so short. They will have a warrant study on 4000. Commissioner Clark said they mentioned a new high school. Dave said they had a good meeting and they are listening. Helps when a commissioner makes their concerns known.

- **WILLMORE STEEL PIPE FENCE PRICE INCREASE – (ACTION ITEM)**

[11:10:18 AM](#) Dave said this fence increase is back again. Did get some information from their supplier. This is four months prior is sure there has been more increases. Commissioner Clark said they were pricing culverts and have doubled. Chairman Hancock asked how much steel they need. Delta is 21,805 so it is not quite double. Chairman Hancock said the prices have gone up looks like about \$4 a hundred weight. Dave goes over the increases. For August they are saying this went up \$70 a ton. The graph from before went back to November. This original estimate was in November. Did say that they are locked in. Thought they were supposed to come start last week. Sure the weather has put this off. This is federal aid so they will be paying the 7.34%. Commissioner Young thinks they better do this before it goes up any further.

[11:17:09 AM](#) Chairman Hancock asked on the nine hundred feet. Dave thinks this is times four. Commissioner Clark said the price per foot is expensive. Chairman Hancock said they are discussing the increase to the metal. Want to see how much more this went up to see if this is reasonable. Dave had the graphic that shows the prices have gone up. Commissioner Clark thinks with what has gone up they are right in there. Thought they were the lower bidder. Dave said the other contractor backed out.

[11:20:46 AM](#) **Motion by Commissioner Young to approve the increase in price to Anderson Fencing on the Willmore project for \$21,905. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **UPDATE**

[11:21:20 AM](#) Dave said they are finishing their chips this week then will do the overlays next week. Doing a little piece on Menan-Lorenzo Highway that is in city limits. Then will move to 500 N, from 3600 to 3900 to 3800 then go to 4200 and 4300. This should wrap them up. Will be short handed in September due to harvest.

PLANNING & ZONING – KEVIN HATHAWAY

- **PLANNING & ZONING – ASSESSOR – BASEMENT ENCLOSURE – (ACTION ITEM)**

[11:22:59 AM](#) Kevin provides the bid for the enclosure. Chairman Hancock asked if they spoke with Assessor and she looked at this. Does this include all of it? Travis said yes. Chairman Hancock asked if they can install this. Travis said yes he has a Hilti drill. Will just need to decide if they are using a bolt. Can do this where it is permanent or not but would like to have this attached to the floor. Chairman Hancock said the bolts make this easy to remove. Then can just grind them off if they ever need to change it. Commissioner Clark is fine with this. Commissioner Young said they discussed this last week.

[11:24:15 AM](#) **Motion by Commissioner Clark to approve bid with Uline for a security room for the basement for Planning & Zoning and Assessor's Office to store records for \$4,518.95. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **UPDATE**

[11:25:38 AM](#) Kevin provides the updated permit numbers. They have a period to apply for a grant on the levee systems. This would be helpful when working with FEMA. Recommend they submit an application this helps pay \$100,000. No guarantee they would get chosen. Madison County is doing this. Would be a benefit to them. Chairman Hancock asked if he has the application. Kevin said he would have to submit a letter before the 30th. Chairman Hancock asked if there is not a formal application. Commissioner Young said they have to participate up to fifty percent. Chairman Hancock said it is fifty percent over \$100,000. There is some shared responsibility in this. Kevin thinks they have in-kind. Chairman Hancock said they allow in-kind or both. Thinks he can go ahead and send the letter in. Commissioner Clark asked if they have a project in mind. Kevin said they identify an area for study. Chairman Hancock said the Army Corps said they were going to resurvey the levee system and remap the river with elevations. Was going to let them know where they are deficient. Rebecca said they would work with the flood control. Chairman Hancock said they may bring the flood district in on.

[11:30:42 AM](#) Kevin wanted to address some of the budget and get his on the record. The reason he wanted to fully fund an administrator. Had a real difficult time getting this position filled. Glad he has good staff who shuffled their lives around to cover the office. Felt like this would be warranted. Their positions are not off the street entry level. They have technical reading and critical reading and evaluating. These are not as easy to train. On the administrator job found it interesting the difference between what they funded is a difference of \$606. This is the only position they have not funded at the recommended grade. This tells him a lot. If that is the message they want to send he got it. Wanted to mention that on the record.

[11:32:38 AM](#) Commissioner Clark said back on the part-time individual. If they had not been short employees. Feeling is it would be nice to have the staff they have up to speed to see where they are at before adding another person. Kevin understands this. Hopes the new employees will be working efficiently in the next few months. Could then focus on bringing in another position. Thinks they should fund this fully. Knows this is

\$16,000 but they earn enough to fund possibly the Treasurer's department for an example. Thinks this is warranted and justified. Commissioner Clark said they will take it into consideration.

COMMISSIONERS

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

[11:35:15 AM](#) Motion by Commissioner Clark to approve certificates of residency for the College of Eastern Idaho for Kearstin Allen, Andrew Field, Amanda Hardy, Lauriana Ibarra and Ashley Silvera. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[11:35:29 AM](#) Motion by Commissioner Young to approve certificate of residency for the College of Southern Idaho for Nancy Custer. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

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

[11:39:50 AM](#) Motion by Commissioner Clark to approve commissioner meeting minutes from July 26, 2021 with noted changes. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

- **APPROVE CLAIMS – (ACTION ITEM)**

[11:40:40 AM](#) Commissioner Young asked on the garbage. Chairman Hancock said this is the extra one they approved. Colleen highlighted the vacuum not sure this was a necessity. Audrey said this is a backpack vacuum they use for the edges. Commissioner Clark said his only concern they need to have this added as line items so they have a set amount that can be spent. Chairman Hancock pulls up that budget. Commissioner Clark said this came out of repairs and maintenance. Colleen thinks maybe this should be from a capital line. They have repair/maintenance/other. Chairman Hancock asked if they can add another line to split money into. Commissioner Clark said they have other miscellaneous. Chairman Hancock said they can put this as tools. What would they pull from? Commissioner Clark said they have repair and maintenance on the building. Chairman Hancock said they put \$6,000 in this. Commissioner Clark said they can take money out of 494. Chairman Hancock said this would then be \$46,500. Colleen said he will need to be notified on this. Chairman Hancock said they will let him know. Commissioners had nothing else on the claims.

[11:48:58 AM](#) Motion by Commissioner Young to approve claims from 8/9/2021 to 8/20/2021 for \$686,778.32. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

- **BUDGET**

[11:50:22 AM](#) Colleen said that for her departments have regraded her positions. Has a few changes on there. None of the District Court Clerks changed. Chairman Hancock asked on the accounts payable. Colleen said this is grade four step seventeen. Rebecca said that she sat down with Colleen on these changes. Chairman Hancock said deputy clerk recording. Colleen said from a grade three step fifteen to a grade four step twelve. Chairman Hancock asked on the deputy clerk. Colleen said this is split with Indigent. Chairman Hancock said deputy clerk front. Colleen said from grade three step three to a grade four step one. Colleen said for payroll did go from a grade three step sixteen to a grade five step eight. The miscellaneous is in case she needs any extra help. Did not change the salaries for the District Court. Chairman Hancock said elections changed. Colleen said from a grade four step nine to a grade five step eleven. This is for the supervisor position. The other went from a grade three step three to a grade four step one and is split from consolidated. Chairman Hancock said the Indigent is split. Colleen said one other change for District Court had \$2,500 for training. Have used that mostly this week for training. Depending on COVID may do some additional training would like to up this to \$3,000.

[11:57:31 AM](#) Colleen said for Probation. Rebecca said the numbers were incorrect so this is just a correction and Tammy is aware of this.

[11:58:30 AM](#) Chairman Hancock said they have a change to the office manager for Weeds. Rebecca wants to talk about this department. There are some things they should be aware of. The supervisor asked for a five-step increase. No study has been done. This is not within the policy. There is a two-step increase for the office manager. Then have a nine-step increase for an operator. Commissioner Young asked if this position changed. Chairman Hancock thinks they are trying to have both of these at the same level. Rebecca appreciates them pulling for their employees. Just have to follow policy. On the office manager a grade five step ten with the COLA will exceed the budget request. Chairman Hancock thinks that is what they should do then. Go over the other lines. Commissioner Young asked on supervisors why he is not a grade ten. Rebecca said when they did the big change most of the department heads were at a grade nine. Planning & Zoning was placed at a ten. This does create some compression when they have department heads still at a nine.

[12:06:52 PM](#) Chairman Hancock said on Road & Bridge. Dave said he confused the individual. This will be the same for line 0014. Rebecca said this was a grade seven step ten and should go to a grade seven step nine.

[12:08:34 PM](#) Rebecca said on Public Defender will put this side-by-side with the Prosecutor. Assigned the Chief Deputy Prosecutor a grade thirteen. Probably should be the same. Requested an amount not really on their chart. Thirteen step four is \$84,261 and after COLA this is \$86,789. Which is not quite the same as the request but has the parity. Then has requested a deputy. If they place this at the same grade as prosecutor would be grade twelve step four which is \$76,333 with the COLA. Can hire anywhere between step one and three. Colleen thinks this wasn't for the full year. Rebecca said they hire at a grade twelve. Colleen can leave this where it is at. Rebecca said the assistant would be a grade five. Audrey said the one they have now has increased to eighty hours.

[12:14:55 PM](#) Colleen said the other budgets she gave them are just the ones they are over. Chairman Hancock said they have the Board of Guardians on this. Colleen would add for elected officials she did a three percent and the Commissioners asked for \$1,000. Commissioner Clark said they gave them an increase last year. Thinks they are fine with just the COLA. Chairman Hancock thinks they should all get the three percent.

Colleen said they usually just take the three percent. Chairman Hancock said before they have just given an amount then COLA or just COLA. Commissioner Clark feels just the COLA is adequate.

[12:18:57 PM](#) Chairman Hancock said as they look at surrounding counties their elected officials are less. Commissioner Clark said they never gave an increase to employees on the insurance last year. Knows they are getting a significant increase this year. Colleen said they have put in a twenty percent increase in the budget on medical. Chairman Hancock said they put more money in and the loss ratio went down. Colleen took any amount left in the medical lines and put into the VEBA. Will plan to do this again. Commissioners discuss the wages for elected officials. Commissioner Young said this past year they have been hammered. Chairman Hancock said they work hard. Commissioner Clark said this is not due to them not doing a good job. Chairman Hancock suggests \$1,000 across the board plus the three percent.

[12:23:19 PM](#) Rebecca said they missed data processing. IT-2 this should be \$62,338 before COLA and is \$64,210 after COLA. This represents a one-step increase. Not sure if they looked at the wrong number on the chart. Want to make sure they were nailed down on Building & Grounds pay. Commissioner Young thought they were. Chairman Hancock thought so as well. Rebecca knows they have talked about this a couple of times. Park & Recreation had asked for a part-time individual. Was not sure on what to expect from this. Chairman Hancock said they wanted to look at a part-time person. Rebecca asked what they would be doing. Commissioner Clark is not sure a part-time person would fill the need of what she wants. Rebecca said they will be hard pressed to find both skill sets. Chairman Hancock said they need to find someone to take over for her. Is not sure they can find help with grants. Commissioner Clark is not sure if Audrey would have time to work on grants. Audrey said if they give me eighty hours. Have never worked on grants. Commissioner Clark said she is more qualified. Chairman Hancock said they also have Rebecca that has done more grants than anyone else in the county. Rebecca said if someone else is taking on responsibility they should probably be paid out of Parks & Rec. Commissioner Clark said they can leave this as part-time. Commissioner Young said grant writing may be a higher skill set. Chairman Hancock said they could use the salary portion. Rebecca asked the reason why during the winter is when they write the grants. Chairman Hancock said she is looking more for someone to help with day-to-day operations. Commissioner Clark said she may be looking also for someone to take over. Chairman Hancock said they will leave this and see what happens. If there are areas she is deficient in. Chairman Hancock said they may move Audrey to an eighty hour pay schedule. Rebecca said she could do wage studies. Chairman Hancock said they can discuss this further. If she is going to do this then they need to add more into her salary. Commissioner Young asked hours. Audrey said she is seventy. Rebecca said annual is \$40,123 before COLA and after COLA is \$41,326. Colleen said this is split. Rebecca said this makes it more interesting. Could increase this on the HR side. Chairman Hancock said unless they want to leave it this way. Will need the funding to start the eighty hours. Part would be spent with Park & Recreation but not necessarily all of it. What is the current salary? Rebecca said the difference of just under \$4,000 a year. Colleen said this is sixty-seven percent and thirty-three percent. Can they add the increase to the commissioner side? Chairman Hancock said that she gets the benefit of her. Colleen said they could split this the same way as they have in the past. Chairman Hancock said let's just do that. Would still get the benefit with the increase of eighty hours. Rebecca said add \$2,755 to commissioner and \$1,308 to clerk. This counts for the entire eighty hours. Chairman Hancock said that is if she is okay with going to eighty hours. Audrey said that she has wanted to be at the eighty hours. Colleen said then it is budgeted. Rebecca said they still have the prosecutor. Mark would rather do his after his executive session. Rebecca said the wages requested by the prosecutor are fine.

[12:35:07 PM](#) Chairman Hancock said they will get Mitch on the phone. Will try again after they go into executive session.

PROSECUTOR – MARK TAYLOR

- **EXECUTIVE SESSION 74-206 (F) – LEGAL – (ACTION ITEM)**

[12:37:26 PM](#) Motion by Commissioner Clark to go into executive session 74-206 (F) - Legal. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 1:03

[1:03:40 PM](#) Chairman Hancock said they have discussed legal issues within the county.

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

[1:03:59 PM](#) Motion by Commissioner Young to go into executive session 74-206 (A) - Personnel. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 1:23

[1:24:06 PM](#) Chairman Hancock said they talked about some personnel issues.

COMMISSIONERS

- **BUDGET**

[1:24:40 PM](#) Chairman Hancock goes back to the Prosecutor's budget. Mark said they need to talk about a couple items. Thinks litigation will be fine. In light of what has happened with personnel. Need to look at the deputy attorney. Need to hire a different candidate. Wants to hire at grade twelve step seven. Per the policy they are not supposed to hire that high in steps. Rebecca said this is \$76,606 adding three percent would be \$78,904. Chairman Hancock said they need to get to \$84,000. Rebecca said that would be step thirteen. Would push back on this. Mark thinks this would be wise to look this high. Rebecca said they could go grade thirteen step one. Does not have an individual slotted. Would rather they keep this at a step twelve. Chairman Hancock said this would be for the budget. Total of \$84,132 this is with COLA. Mark said the professional services line is what they pay the contract position out of. Either that line will be used or the employee line. Then they can take out West Law. No one in his office uses this. Colleen asked if the other programs are funded. Mark said yes.

[1:32:32 PM](#) Dave said in Solid Waste was capital heavy equipment. Moved this down to \$700,000. Page seventy-eight. Wants to bump this up to \$800,000 for help on the excavator. Asked if the can meet on Monday to have a work meeting for the Kettle Butte at 2:00. Audrey said she has already added this to the agenda.

1:35:58 PM Colleen gets Mitch on the phone. Chairman Hancock goes over the changes to office manager. On applicator the one last year was at \$34,050 and one step is \$34,507 then the next down they have a question. Was this individual part-time? Mitch said this will be full-time this coming year. Chairman Hancock said on the part-time applicators put this down at \$21,000. Mitch said this depends on the amount of months they can get them. Rebecca said they will see this on the personnel action form. Mitch said they will get the forms turned. Rebecca said to wait until after the hearing just needs the personnel action forms and the green sheets turned in by September 10.

1:41:35 PM Motion by Commissioner Clark to adjourn at 1:41. Second by Commissioner Young. All in favor – aye. Motion passed.

Scott Hancock
Chairman of the Board

10/18/21
Date

Audrey Moon
Clerk of the Board

10/18/21
Date

Colleen C. Poole
County Clerk

10/18/21
Date

