

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
SEPTEMBER 13, 2021**

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 Colleen Poole. Prayer offered by Chairman Hancock.

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INSURANCE – CARLOS APONTE - CANCELLED

- **RENEWAL CONTRACTS – (ACTION ITEM)**

COMMISSIONERS

- **AMBULANCE SERVICE AGREEMENT – CITY OF IDAHO FALLS – (ACTION ITEM)**

[9:02:30 AM](#) Audrey said that she never heard back from legal on this. Chairman Hancock said they have had this in the past just allowed for another week as a courtesy.

[9:02:37 AM](#) **Motion by Commissioner Young to approve the ambulance service agreement with City of Idaho Falls for \$265,980 split over twelve payments. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **APPROVE ALCOHOLIC BEVERAGE LICENSES – (ACTION ITEM)**

[9:04:00 AM](#) **Motion by Commissioner Clark to approve retail alcoholic beverage license for Broulims Supermarket. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[9:04:42 AM](#) Prosecutor Mark Taylor is in room

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

[9:04:56 AM](#) **Motion by Commissioner Clark to approve certificate of residency for the fall of 2021 and spring 2022 for College of Southern Idaho for Alexis Kirkpatrick. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[9:05:24 AM](#) **Motion by Commissioner Clark to approve certificate of residency for the fall of 2021 and spring 2022 for College of Eastern Idaho for Ashley Outhenthapanya, Jacob Palacios and Emreann Rico. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

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

[9:06:51 AM](#) Commissioner Young asked a question on the impact fee trust. Chairman Hancock said these were refunds that were paid back out. Colleen points out on the cellphones that were purchased by IT. Could be getting free phones. Understands they want more than what they can get for free. Rebecca said that she spoke with Garn on this. Knows that sometimes they have to access the network remotely. Personally has a phone that was free and it just does not have the memory to access things remotely. Is paying more for her phone this year as well. Chairman Hancock said they will move on and wait for Garn to come up.

PROSECUTOR – MARK TAYLOR

- **JEFFERSON COUNTY BOARD OF GUARDIANS**

[9:12:11 AM](#) Chairman Hancock asked Mark on the Board of Guardians. Did Shawn get back to him? Mark said he did. Clarified the application had been sent in. Initially the application ended up in the junk mail. Since then they have had some emails bounce back and forth. Chairman Hancock said he can call again. Mark said the email they sent information to is bouncing back. Told him when they spoke that they needed an application. Mark is unsure of the communication issue. Chairman Hancock said when they spoke did not see this being a problem. Judge had called him as well. Indicated based on the information they had they would accept this. Mark said this is somewhat urgent.

COMMISSIONERS

- **APPROVE CLAIMS – (ACTION ITEM)**

[9:15:09 AM](#) Chairman Hancock said that they spent \$2,300 on cell phones. Garn said they got the Galaxy 20. Chairman Hancock asked why they do not get them under the contract. Garn said that the free ones do not offer the features they need. These were bought outright from Samsung so can be used on any plan. Has been two years since they had received new ones. Chairman Hancock asked what they do with their old phones. Garn said they turn them in to be used in the county. It was cheaper to get these through Samsung than through Verizon.

[9:17:23 AM](#) Commissioner Young asked on the warranty on the laptops. Garn said the warranty is paid before the laptop arrives. One of the laptops was ordered in July. Chairman Hancock asked if this is \$306. Garn said this is for five years of coverage. They do not buy a laptop without this. Can trip and drop it. Leave it on their car, spill water or pop on them and they are just replaced. Chairman Hancock asked on the charge of \$1,300 on the Zions card. Garn said this is for the email achieve that they retain each year. Chairman Hancock asked on the OptiPlex 790. Garn said

this is a separate new heavy duty computer. This is in the Sheriff's Office for the body cameras. Can add more detail on these claims so they know what they are for. Chairman Hancock said they just want to make sure the money is spent as efficiently as possible.

[9:21:54 AM](#) Commissioner Clark had a question on the software line that is paying for Grace Richardson. Chairman Hancock asked who Grace Richardson is. Commissioner Clark said this is being paid from reservation system. Chairman Hancock said that this shows lake work and help. Commissioner Clark is not sure if this is help on the reservation system. Chairman Hancock said they need an invoice to pay this. Audrey looks up vendor. Has been paid several times since May. On this claim for \$325 it is being paid out of reservation system line. Commissioner Young said this is labor at the lake taken out of the reservation line. Rebecca said there is no social security number or tax ID. Audrey said she paid \$510 in August out of supplies line. Paid \$485 in July out of the other miscellaneous line. In June paid \$310 out of repairs maintenance other line. In May paid \$329.50 also out of the repairs maintenance other line. Chairman Hancock said it's almost like she is a part-time employee. Commissioner Clark said he tried to call her this morning. Chairman Hancock went to the lake and she was not out there. Rebecca said there are not invoices attached to these claims. Commissioner Clark said they will need to talk to her about this. Rebecca shows the invoice that is attached to the claim.

[9:26:05 AM](#) Chairman Hancock asked why they have \$1,840 for limb cleanup. Why are they not using the maintenance people to clean up limbs? The other one they have emcee work No Bully Event. Why are they paying for an emcee? Colleen calls Mickey. Commissioner Clark talks to Mickey and has some questions on the claims for Grace Richardson. Is she an employee? Mickey said no she is an independent contractor that helps with painting and things like that out there. Chairman Hancock asked if they have a contract. Mickey said they do not. Chairman Hancock said that would be helpful for liability issues if something was to happen while she is out there doing work. Mickey said they are close to being done this year but can do this next year. Chairman Hancock asked on the emcee work for No Bully Event for \$400 to Marv. Mickey said this is a radio host for the Buddies Not Bullies event. They are only paying half of this will get reimbursed half by the host of the event. Went ahead and did this because they needed it taken care of. Chairman Hancock said they will get \$200 back. Asked about the event. Did not know about this. Mickey said this is Buddies Not Bullies had this two years before COVID. This is a car show they do out there. Has done this in the past. Last year they didn't do this due to COVID. Chairman Hancock said this is a car show and this generates money that is donated. Mickey said this is donated to the Advocacy Center here in Rigby. Anything they make goes to them. Will get this put together and will get a check will put it in her account then make a check out to the Child Advocacy Center. Chairman Hancock had not heard anything about it. Did not know what was going on there. Mickey said they had it before COVID happened. Wanted to do it again. This year they were not really prepared. Has some linking can get this put together easier. Will get this advertised earlier next year to make this a bigger event. Chairman Hancock said they need to have an MOU agreement with Child Advocacy and whoever hosts this. Mickey asked if they do this with the Independence Day celebration. Chairman Hancock said they have agreements on the payments and they are a major sponsor on the Independence celebration. They need to finalize these things. Mickey can do that it's not a problem. Chairman Hancock asked on getting the limbs thought they had employees. Mickey said Garden Gate gets up into the trees with the bucket truck. The maintenance people clean up branches on the ground but not with chain saws. Before they had someone from Rexburg doing this but they were more expensive. If they keep on top of this it's not as big of a thing. This is a spring and fall thing. Chairman Hancock thinks it would have been nice to know what was going on.

[9:33:59 AM](#) Chairman Hancock thinks they really need to cover their bases when they have events going on out there. Commissioner Young thinks they probably should have a contract with Garden Gate Nursery as well. Chairman Hancock said they really do just in case they get hurt while doing work for the county. Commissioner Clark said they need proof of their liability as well.

[9:34:55 AM](#) **Motion by Commissioner Young to approve claims from 8/23/2021 to 9/10/2021 for \$511,810.01. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

SHARON PARRY – TINA CALHOUN

• SAFETY ON HEISE ROAD

[9:35:45 AM](#) Sharon provides a written statement. **(Exhibit A)** "Commissioners: I appreciate your time today. I am representing our business which is an Inn on the corner of 100 N and 5050 E, in the Heise-Kelly Canyon area. A little over fifteen months ago, in June of 2020, I was here requesting the speed limit on the roads to Heise-Kelly Canyon (160 E, 100 N and 5050 E) be lowered for public and private property protection. The prior speed limit was 50mph, with two yellow signs on corners being at 25 mph and 35 mph. Thank you to you commissioners and to the Road and Bridge Department the speed was reduced to 40 mph and signs were installed on a short stretch of 100 N road in short order. We have maybe seen some improvements in vehicle speeds but unfortunately I am here again with a concerning update, that driver behavior on those stretches of those three roads is actually worse and probably much worse because of an uncaring and inconsiderate culture in drivers. A Forest Service employee who said of the Heise-Kelly Canon Recreation Area, 'it is loved to death.' My husband said the other day, 'People drive up there to get stinking drunk, then drive out of the canyon to kill either themselves or someone else.' When we frequent other recreation areas this behavior is not witnessed and quite frankly isn't tolerated. Opinion is this uncivil behavior is tolerated of one generation and proudly passed down to the next generation. I personally conduct or pay someone to do a garbage pickup on 5050 and 100 where there is ten to fourteen thirteen-gallon trash backs collected each spring and half of the items are beer cans or bottles I have pictures of my collections. We are also asking for any other help the county can offer to keep the traffic at a slower and safer speed, to monitor driver behavior as possible, to widen the shoulders where possible especially south of the Heise Bridge, to promote walking on the dike, to install effect signage and any other solution to help mitigate bad driver behavior on 160 E for Bonneville and Jefferson County sides and 100 N and 5050 E. As I mentioned in my June 2020 letter to you the Archer Highway at Twin Bridges has a 40 mph limit, with less traffic, fewer driveways, much larger radius curves, probably the same wildlife and definitely much larger shoulders. I do not know all of the possible solutions, but working with you folks and Mr. Walrath, plus Madison and Bonneville Counties and their Sheriffs, as well as other interested parties such as adjacent landowners, BLM, Forest Service, Idaho Lands, and Fish and Game. I am sure there can be solutions found. Long story short, I am in this for the long haul and realize this will take time. If I can assist with any skills I might have, plus help coordinate or assist in solving the following problems and more on these roads, I would be happy to. Below is a list of items that need attention. 1. There is no

shoulder on 5050 E south of Heise Bridge to the bend in the road and it is now pulled back to crumbling asphalt with no shoulder. Dozens of unknown or trusting pedestrians and bicyclists frequent that stretch of road and it is terrifying to watch them and vehicles. Especially passing vehicles that negotiate that road. As I and my staff are bucking gravel, rocks and bark at our entry curse words from those pedestrians and bicyclists fly every day because of near misses. 2. Hundreds of vehicles drive to and from the canyon daily and given the obvious excitement of many drivers to get to their recreation activities, speeding and 'gunning it' happens every day and nearly every hour of the day on these roads. 3. Prior Mountain River Ranch owner Tran King experienced at least two dozen vehicles crashing into his fence across the road from our Inn. 4. Last July 5th what I call the 'funky t' just west of us on 100 N and 160 E experienced its third vehicular accident where the Five Star Recreation sign was wiped out the 14 inch diameter log post and the power line post were both sheared off by the vehicle. But for the latest driver being extremely inebriated there would have been a fatality. 5. We witness crazy speeds and behavior on that road all the time. Just three weeks ago, our guests April Weber and her husband were pulling a thirty-two foot camper trailer and were turning into out Inn. Their blinker was on an after they came to a complete stop to turn left. Just as they were beginning to execute a left hand turn on narrow 5050 E road, a black pickup gunned it and passed them on the left. Such an incidence is frequent, not the anomaly. 6. Consider a road clean-up program. One was actually promoted through the Butler Island Ward this past Saturday. 7. A camp host needs to be reintroduced in the canyon. Boondocking up there is nothing but trouble with drunkenness, mudbogging and trashing the place. BLM told me that the camp hosts were run off by unruly guests so the program was cancelled. 8. Improving the walking paths in the area. Jefferson County Parks & Recreation staff and Kerry Lunquist of the Snake River Dike Commission acknowledge that historically people have walked on sections of the Snake River Dike. Hopefully the new owners of Mountain River Ranch will agree to this on the ¼ mile stretch of dike on the back stretch of their RV & Camp. We have installed a safety path on the lower part of the west shoulder along our property so our guests can safely get to the dike for walking along the beautiful cottonwoods and to get to the Snake River safely. 9. Heise Road from the bridge to the Hot Springs facility and beyond must be approved also. Aspen Grove Inn, Mountain River Ranch, Heise and Newby's know of the problems and will hopefully all be willing partners to finding solutions. Our dear friend and site manager Tina Calhoun is in attendance beside me today and she has more details. Again we are here today to offer our assistance to help solve these grave traffic problems."

[9:44:32 AM](#) Tina said on Labor Day weekend had a person passing vehicles who was inebriated that ended up rolling and passing away. In June they had three accidents in one day. There are no lines on the road. With this being so narrow thinks that double lines may help. They really cannot see where the lanes begin and end. People cut the corner too sharp on 160 and 100 N. Bonneville County has lines up until their point. Even going up toward Heise the lines are so light they are hard to see. Maybe have something flashing will help people slow down. Did not realize that the 40 mph speed limits had gone up. There just really is no room for error. Have kids on these ATVs. The one that passed two cars there was a four wheeler heading the opposite way if they hadn't seen them it would have taken her and her kids out. People are riding their ATV and Razors on the road. There is no safety on the road. The area is growing. Heise added a new pool that is going to be heated so they will be open longer. Kelly Canyon has added disc golf. Trying to get as much safety as they can.

[9:48:04 AM](#) Sharon said Tina is being humble she and her husband were the first responder on the accident where a life was taken. Hears the reports on the radio and the phones on what types of accidents are happening.

[9:48:38 AM](#) Chairman Hancock said they will bring this up to the Sheriff and to Dave. Looking at some things they can do. Has not been any resolve. Commissioner Clark said another gal came in and they had spoken about getting some flashing signs. Some of the speed limits are posted maybe some people just do not notice these. Knows with the amount of people using this area that it will continue to grow. Commissioner Young said they had talked about the paths they may have some grants. Commissioner Clark said there is just not a lot of room up there to get around those corners. Have structures in the area as well. Need to work with property owners and other entities.

[9:50:34 AM](#) Tina said they work well with the Sheriff's Office. Officer Dunn who has left the county would come up each shift. Would get five to six people within an hour. Knows that the Sheriffs are short staffed but having their presence may lessen the drinking.

[9:51:09 AM](#) Sharon said sometime in the near future would like a letter of support to have another camp host in the Canyon instead of wild and crazy parties. Chairman Hancock said this is BLM and Forest Service is along the county. Sharon said yes but they attended a joint meeting with the four entities. It was a pissing match watching the entities argue with each other on the thinning of the junipers. Have the mule deer issue. What they all agreed upon is this is loved up there and should have the camp host program brought back. Would help the drunken brawls. Chairman Hancock asked if Table Rock has a camp host. Tina said there was a camp host for the Boondocking area. There may be one at the official campground. Chairman Hancock said the tough one is Wolf Flats. Sharon said this is where they were run off. In this for the long haul but a letter of support that they want a camp host oversight so this is not abused. Chairman Hancock said they go up to the ski hill. Sharon said this is combined with multiple entities. Thinks if the three counties all recognize the issue. Just to have support from them all would go a long way. There has been enough accidents and loss of life.

[9:55:14 AM](#) Chairman Hancock said they appreciate this. Will pass her letter onto Sheriff and Dave Walrath. Sharon appreciates this and will be in touch. Chairman Hancock said next time they meet with other commissioners which should be at the end of the month will get them to weigh in a little bit.

PROSECUTOR – MARK TAYLOR

• JEFFERSON COUNTY BOARD OF GUARDIANS

[9:56:07 AM](#) Mark said he has an additional update on the Board of County Guardians. They requested an emergency ninety day guardianship on Thursday. There was not a Judge in to sign the order is hoping this will happen today. At that point this will be the Upper Valley Board of County Guardians. They are representing that board in this request. Have also filed a permanent guardianship request that will hopefully be in place before the ninety days. So this is moving forward. Chairman Hancock will call Sean. Mark said presumably if the office is representing them they are on board with becoming the guardian.

COMMISSIONERS – TREASURER – KRISTINE LUND**• TAX DEED SALE**

[9:58:16 AM](#) Kristine said these are tax deeds they took in May and ordered a ninety day sale. **(Exhibit B)** Will give them information on the parcels and has a summary on both of them. Listed the beginning and minimum bid this covers all taxes and fees. Has a sign-up sheet with a bidding number. If they are the successful bidder they have until 5:00 to take care of this with certified funds. They had three parcels one of these was taken care of last week.

[10:00:13 AM](#) Chairman Hancock said if they have anyone here to bid on their property they need to register to bid. Have two parcels that the county has taken a tax deed on and are part of this auction.

- **PARCEL #RP00484001011A – (ACTION ITEM)**

[10:00:43 AM](#) Chairman Hancock starts with parcel #RPB0175011003D. Lot 11 Block 1 Less tax 49, Lakewood Subdivision #1. Section 13 Township 4 North Range 39 East, Boise Meridian is the legal description. Will start and open the bid. The minimum bid is \$1,840.53 this is the tax outstanding and the fees associated with this. Do they have anyone here to bid on this parcel? Kristine asked if they can take a short recess to review some information.

[10:02:16 AM](#) Recess to review information

Open session 10:15

[10:15:41 AM](#) Chairman Hancock said they will reopen their auction for county property. To validate their bid they have to have certified funds to the Treasurer by 5:00 today with cash or a cashier's check. Chairman Hancock said back to parcel #RPB0175011003D thinks this is in the Labelle area. Kristine said apparently in the haste of Friday with packing to paint if they will please read the parcel number that has Shippen #RP00484001011A. Chairman Hancock said this is parcel #RP00484001011A that is the correct parcel number. Is still Lot 11 Block 1 Less tax 49. The opening bid is \$1,840.53. Have one bid.

[10:17:45 AM](#) Bidder #2 bids the minimum price. Chairman Hancock asked for any other bidders. Waits to see if anyone wants to bid online. Kristine does not know of any others. Chairman Hancock is waiting this is going once going twice and sold to bidder #2 for \$1,840.53

- **PARCEL #RPB0175011003D – (ACTION ITEM)**

[10:19:04 AM](#) Chairman Hancock said this is parcel #RPB0175011003D East 62.5' of lots 1, 2, 3 Block 11 Ririe. The minimum bid is \$1,735.49.

[10:19:51 AM](#) Bidder #1 bids \$1,735.49. Bidder # 5 bids \$1,750. Bidder #1 has a credit bid they can ask the Treasurer. Kristine said this is \$7,700. Bidder one said this is \$7,700 plus the minimum bid of \$1,735.49. Chairman Hancock said this would be \$9,435.49. Do they have any other bids? Mark asked if they are taking the amount of the judgement or are they taking the judgement and being responsible for collecting this. Kristine said they take the total \$9,435.49 then our price is \$1,735.49 then first position lien holder puts in a claim. Has a documentation through a litigation guarantee. They do collect. Mark asked on the amount that is added up is this what the cashier's check says. Robin said the cashier check will be what is due to the county. Then they have a credit bid. Kristine asked if they can allow a credit bid that is not the county. Chairman Hancock said that is a legal issue. Mark said that is why he is asking for clarification. Chairman Hancock asked if they can take a credit bid. Robin said if they allow a credit bid they do not have to do two checks but it is up to them. Chairman Hancock asked Mark that is why they have him here. Mark is not sure on the particular law of this nature. This is probably a policy decision if they want to accept this as payment to the county or not. Commissioner Young said they just want their amount. Commissioner Clark said they just want their \$1,735.49. Kristine has used a credit bid in the past is unsure when this is another party. Does know that who they are bidding for has the right for a claim. However the Commission would like to proceed. Chairman Hancock said they can continue with a credit bid and receive the amount owed. They have to pay \$1,735.49 then they have the lien position. Then they are liable for the taxes here on out. Kristine said this does cover 2021 tax. Commissioner Young said they have the position on the property.

[10:25:26 AM](#) Chairman Hancock said they are at a bid of \$9,535.49 with bidder #1 is there any other bids. Going once, twice and sold to bidder #1. Will have a credit bid of \$7,700 on this and will pay the \$1,735.49 with cash or a cashier's check by 5:00 today. Will close the tax deed auction. If the winning bidders will meet with the Treasurer afterwards.

IT – GARN HERRICK**• PURCHASE COPIERS – (ACTION ITEM)**

[10:27:09 AM](#) Garn said it was brought to him that they need to purchase new copiers. Election Office has a hand me down. Will have a second one for the Assessor and then Planning & Zoning wants to replace theirs then they will have theirs go to booking. Chairman Hancock said these are different copiers. Planning & Zoning has one of each likes the Toshiba better. Both are good machines and have adequate service. This will be included in their overall master volume agreement that takes place in October for maintenance. Chairman Hancock said they have \$18,570 for three machines. Garn said they all have money in their budgets. Commissioner Young thinks this is good.

[10:29:55 AM](#) **Motion by Commissioner Clark to approve purchase order for Allied Business Systems for three Toshiba Copiers for \$18,570. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:30:25 AM](#) Garn said on the other claim issue this goes to Adobe. When he submits this he put this information on his claim but did not make it to their paper. Some clarification for them.

HUMAN RESOURCES – REBECCA SQUIRES**• PERSONNEL ACTION FORMS – (ACTION ITEM)**

[10:32:23 AM](#) Rebecca said that she has a post it note that explains what needs done. If there is a grade change or reclassification with more than one step this is what they will see. Will start in the Clerk's Office. These are regrades of existing positions.

[10:33:17 AM](#) Motion by Commissioner Young to approve the reclassification for following deputy clerk position to a grade four. Employee number 751 a step one, employee number 774 to a step one, employee number 335 to a step fourteen, employee number 169 to a step seventeen, employee number 209 to a step twelve, employee number 613 to a step four, employee number 323 to a step ten, employee number 718 to a step two, employee number 829 to a step one and employee number 706 to a step one. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:35:07 AM](#) Motion by Commissioner Clark to regrade election supervisor and elections clerk so on employee number 542 will be a grade five step eleven and employee 731 will be a grade four step one. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:35:41 AM](#) Rebecca said some employees are moving to eighty hours a week. Is not going to bring these forward as she assumes this is approved in the budget.

[10:35:54 AM](#) Motion by Commissioner Young to approve a step and grade increase for employee 687 from a step two to a step four. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:36:53 AM](#) Chairman Hancock said that these have all been vetted. Rebecca said they have exhausted these discussions. So they are moving on them fast.

[10:38:06 AM](#) Motion by Commissioner Clark to regrade Public Defender to grade thirteen to maintain parity with the Prosecutors office so employee 739 will be at a grade thirteen step four. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:38:35 AM](#) Rebecca said next they have Building & Grounds. They have a two-step increases and a grade change.

[10:38:47 AM](#) Motion by Commissioner Clark to create a maintenance/janitorial position at a grade four and assign employee number 826 to this position. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:39:54 AM](#) Motion by Commissioner Young for employee number 804 to approve a two-step increase from a grade seven to a step one and will be a grade seven step three. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:40:00 AM](#) Rebecca said next is for the Assessor's Office. On the positions this is worked over on the job description by the elected official or department head and herself. These are reviewed several times.

[10:40:21 AM](#) Motion by Commissioner Clark for creation of assistant supervisor in the DMV at a grade four. Employee number 776 is assigned to a grade four step one. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:41:13 AM](#) Motion by Commissioner Young to approve office administrator in the Assessors Office a grade three. Employee 835 is assigned to a grade three step two. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:41:49 AM](#) Rebecca said she does not have the employee number. The new position is being created. All of the administrative staff perform the same function and is graded at a five. Has one employee at a grade six and they decided to grandfather this employee so that will not be regraded. The second employee is in a grade five. The employee that is a grade three needs to be regraded to a five with the new job responsibilities.

[10:42:57 AM](#) Motion by Commissioner Clark to approve legal assistant position in the Prosecutors Office at a grade five and will place employee at a step one. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[10:43:29 AM](#) Rebecca said they had done a wage study in Planning & Zoning these are corresponding to the budget. Did this on the building official, building inspector and planner.

[10:43:50 AM](#) Motion by Commissioner Young to reclassify building official to a grade nine, building inspector grade seven and planner to a grade eight. Will assign employee number 662 to grade seven step two, employee number 682 to a grade nine step one and employee number 787 to a grade eight step one. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

EMERGENCY MANAGEMENT – REBECCA SQUIRES

- **2019 EMERGENCY MANAGEMENT PERFORMANCE GRANT – ADDITIONAL FUNDS – (ACTION ITEM)**

[10:45:45 AM](#) Rebecca said this is a grant they do each year. In 2019 they overmatched. Tries to overmatch each year. When they are counting pennies that are left over anything that is left is awarded to those that have overmatched. This agreement is to accept an additional \$2,000.

[10:46:47 AM](#) Motion by Commissioner Clark to accept the 2019 grant adjustment the total is \$2,939.65. Second by Commissioner. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

- **COVID UPDATE**

[10:47:44 AM](#) Rebecca said at the present time Jefferson County as of Friday is 26.5 cases per 10,000. Not the highest they have seen but this included nineteen new cases on Friday. As of Friday there were thirty-three hospitalized. Last week they had four additional deaths in the region. Overall Jefferson County is about forty-six percent vaccinated. Among their population over 65 they are at about eighty percent vaccinated. When they look at the breakthrough cases they have more breakthrough cases in the 65 range but that makes sense because more of them that have been vaccinated. Breakthrough cases there has been five deaths and thirty-three hospitalized in the region. Overall those hospitalized seventy

percent are not vaccinated. Eighty-six percent in ICU are not vaccinated. Odds are definitely better if they have had the shot. Currently the ICU is ninety-six percent full so they are tipping that line. This is not just COVID related patients they have other things that happen that require ICU care. This is a critical level. Does not like to be this close to the end of the capabilities. Last week the White House announced some stringent requirements about testing and the vaccine for employers. Right now they have no guidance how this could impact local government. Can tell them that local governments in Idaho do not fall under OSHA. However we do accept federal money. If guidance comes out they will have to evaluate how this will affect them.

[10:51:42 AM](#) Rebecca said as far as employees they have had COVID cases. Current county policy is they asking employees to take PTO if they are out for any illness. Colleen said the Administrative Judge weekly has assessed situations and has cancelled jury trials again. Mask wearing is mandated in court rooms. Chairman Hancock said they had two deaths in Bonneville and two in Madison. Rebecca said the new strains are hitting the younger folks harder than the original strain. Commissioner Young does not agree with what the White House has done. Thinks this will end up in court. Chairman Hancock said the executive order stated any employer over 100 has to mandate their employees have vaccines. Colleen heard the legislation might be reconvening. Chairman Hancock said this has to be addressed on a federal level. Commissioner Young is not sure this will make this to them. They cannot make someone get a vaccination. Does not think this will make it to a state level. Chairman Hancock thinks lawsuits have already been filed. Rebecca said no decisions need to be made this is something they will be watching. Footnote to all of this Teton County has a sixty-three percent vaccination rate. Have been very active at promoting the vaccine. Commissioner Young thinks that Bonneville was around sixty percent. Rebecca thinks they are about the same as Jefferson. Will have to pull this up and look at that. Madison said their rate was down to 16.3 percent but school started today. Thanks them and will let them know if things come up.

PLANNING & ZONING – KEVIN HATHAWAY

• UPDATE

[10:55:59 AM](#) Kevin gives an update with the numbers plugged back in on the permits. Can see the notes. Chairman Hancock asked on note four. Is this in a subdivision that is why they are waiting for the road to be finished? This is the only time they have to have the road to county standard. Kevin said they need to consider they have the latitude to do that. Sometimes it's better to issue the permit before this is paved. May make this a requirement before they get a CO. They may want to formalize this process. Chairman Hancock said in the new subdivision ordinance they request they have a bond or assurance so that they can start knowing this will be paved. Commissioner Young said then they know this will get paved. Chairman Hancock said then they can start building. Kevin said they have an issue where they have a subdivision platted and built on this. Chairman Hancock asked if this is out in Roberts. Kevin said yes. They have a development agreement. Chairman Hancock said the only thing backing this agreement is the good name of the developer. Kevin said they were transferring the property are working through the process. Has a Zoom conference with the Army Corps on that grant. Sounds like they found a way for them to move forward on this grant. Will know more details. Municode the subdivision ordinance is ready to be added. What happened they sent this to Municode and waited until the updates were ready? Then they can wait until the Zoning ordinance is done and do this at the same time. Does have an interview for appointment to the Planning & Zoning Board.

COMMISSIONERS – PLANNING & ZONING – KEVIN HATHAWAY

• EXECUTIVE SESSION 74-206 (A) – PLANNING & ZONING COMMISSION INTERVIEW – (ACTION ITEM)

[11:01:55 AM](#) Motion by Commissioner Young to go into executive session 74-206 (A) – Planning & Zoning Commission Interview. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 11:21

[11:21:14 AM](#) Chairman Hancock said they have discussed qualifications in an interview for the Planning & Zoning Commission.

○ APPOINT PLANNING & ZONING COMMISSION BOARD MEMBER – (ACTION ITEM)

[11:21:28 AM](#) Motion by Commissioner Clark to appoint Dina L Sallak-Windes to the Planning & Zoning Commission as a board member. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

COMMISSIONERS – HR – REBECCA SQUIRES

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

[11:22:23 AM](#) Motion by Commissioner Young to go into executive session 74-206 (B) - Personnel. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 12:07

[12:07:16 PM](#) Chairman Hancock said that they discussed a personnel issue. Rebecca said that Commissioner Young was correct Bonneville County has a fifty-nine percent vaccination rate.

[12:07:45 PM](#) Motion by Commissioner Clark to adjourn at 12:08. Second by Commissioner Young. All in favor – aye. Motion passed.

Scott Hancock
Chairman of the Board

Audrey Moon
Clerk of the Board

Colleen C. Pale
County Clerk



11/8/21
Date

11/8/2021
Date

11/8/21
Date