

## **JEROME COUNTY COMMISSIONERS**

Monday, April 25, 2016

PRESENT: Charles Howell, Chairman  
Catherine Roemer, Vice Chairman  
Roger Morley, Commissioner  
Jane White, Deputy Clerk

Meeting convened at 9:02 A.M.

### **COMMISSIONER COMMITTEE REPORTS**

Commissioner Morley reported from a Local Emergency Planning Committee (LEPC) meeting that training was available from FEMA (Federal Emergency Management Agency). He said there were three main segments to emergency responses: (1) planning, (2) public information and warning, and (3) operational coordination.

Commissioner Morley had also attended a Republican Central Committee meeting where a Lincoln Day Breakfast was planned.

Commissioner Roemer added that the LEPC had determined that a priority for the use of grant funds would be the purchase of equipment for communications.

Commissioner Roemer had also attended a three-day Social Services Conference with presentations on procedures, crisis centers, and patient-centered medical care homes.

Commissioner Howell reported district managers had given updates at a Bureau of Land Management Resource Advisory meeting. The managers had met with off-road users regarding the Snake River Canyons Park and were awaiting a shooting plan for the Park.

➤ Commissioner Howell said he had requested the president of the Park board to address the Commissioners with a shooting plan and a design for a billboard.

Commissioner Howell had also learned that Gateway West was still taking input on the location of power lines, a small portion of which are proposed to go through Jerome County.

### **SIGN JAIL CLAIMS**

❖ A Motion was made by Commissioner Roemer to approve the claims from LCA Architects of \$4,822.66 for professional services and reimbursable expenses for March 2016; from Jeff Hartman of \$575 for a Whirlpool fridge and delivery for the new justice facility; and also from Computer Arts of \$39,500 for tech equipment for the new jail facility. It was seconded and carried with unanimous ayes.

### **APPOINTMENT TO BOARD OF HEALTH**

The Board was in receipt of a nomination to the Board of Health by the Minidoka County Commissioners.

Monday, April 25, 2016

Page 1 of 8

❖ A Motion was made by Commissioner Howell to approve Sheryl Koyle for the Board of Health. It was seconded and carried with unanimous ayes.

### **BUSINESS AND/OR ADMINISTRATIVE MATTERS**

The Board signed a Leave Request/Sick Time form for Brent Culbertson.

### **CLAIMS**

Commissioner Howell signed claims for the April 13, 2016, to April 26, 2016, claim cycle as follows: **Clerk**, \$122.68; **Treasurer**, \$366.68; **Commissioners**, \$62.50; **Coroner**, \$250.00; **County Agent**, \$691.39; **Data Processing**, \$1,312.71; **Elections**, \$2,122.45; **General**, \$34,879.94; **Planning and Zoning**, \$997.55; **Subtotal General Fund, \$40,805.90**; **Sheriff**, payroll \$1,459.69, accounts payable \$4,456.43, total \$5,916.12; **Sheriff-Detention**, \$7,002.79; **Adult Probation**, \$1,364.46; **Public Defenders**, \$5,006.95; **Juvenile Probation**, \$1,291.30; **General Justice**, payroll \$255.64, accounts payable \$59,510.30, total \$59,765.94; **Subtotal Justice Fund, payroll \$1,715.33, accounts payable \$78,632.23, total \$80,347.56**; **District Court**, \$5,819.46; **Capital Fair**, \$12,455.16; **Health District**, \$9,821.00; **Indigent**, \$1,405.17; **Revaluation**, \$142.09; **Correctional Facility**, \$581,125.00; **Totals, payroll \$1,715.33, accounts payable \$730,206.01, grand total \$731,921.34.**

### **APPROVE ATTENDANCE RECORDS**

The Board approved attendance records for the April reporting period for Clint Blackwood, Art Brown, Brent Culbertson, Kyle Fisher, Will Jackson, and Bob Smith.

### **BRENT CULBERTSON—MAINTENANCE REPORT**

Maintenance Supervisor Brent Culbertson was present.

Culbertson presented his task sheet showing projects completed and ones to be accomplished.

➤ Commissioner Howell requested that Culbertson add to his list replacing a bathroom fan at the Courthouse.

Culbertson reported he had some bids for remodeling at the Judicial Annex Building and was expecting more.

➤ Commissioner Howell told Culbertson he would provide him with the name of one more general contractor who might be interested in submitting a bid.

Culbertson said he had repaired air conditioning in the sheriff's office to last until the sheriff's department moves. He said it would cost approximately \$7,000 to replace the air conditioning unit. He also said the heating and air conditioning system at the Judicial Annex Building needed service.

➤ It was determined Culbertson would arrange to attend training from Clima-Tech for the County HVAC (Heating, Ventilation, and Air Conditioning) system.

### **DISCUSSION—AIRPORT HOUSING**

The Board discussed the residence available at the Jerome Airport. Commissioner Howell favored delaying a decision of who would live in it for a month or two after the new airport

manager would begin his employment. Commissioner Roemer preferred offering it to the airports maintenance employee that afternoon.

❖ A Motion was made by Commissioner Roemer to offer Will Jackson the airport housing for his residence this afternoon. It was seconded and carried, followed by discussion in which Commissioner Howell reiterated he was not in favor because doing so would be undermining the new manager. The motion carried with Commissioners Roemer and Morley voting aye and Commissioner Howell voting nay.

### **BOB SMITH—VETERANS REPORT**

Veterans Service Officer Bob Smith was present.

Smith elaborated on his monthly written report. Within the previous month, he had served eleven veterans (including three new persons added to the network and three outreaches) and four surviving spouses (including one new enrollee).

Smith informed the Board he had presented issues facing south central area veterans at a luncheon meeting of the Snake River Business Network. He was also planning to speak at the DeSano Open House May 21 about pensions and general veteran benefits.

### **TERRY RUBY—WEED DISTRICT REPORT**

Tri-county Weed District Supervisor Terry Ruby was present. Also present was Dustin Calhoun, who had been recently hired as an additional full-time seasonal employee for the District.

Ruby introduced Calhoun and said he would be covering Jerome County and parts of Gooding and Lincoln Counties.

➤ Commissioner Howell asked Calhoun to check the Scott's Pond area and the I-Farm for the growth of noxious weeds.

Ruby said the weed district had signed an agreement regarding weeds with the Bureau of Land Management the previous week. He added that the cow's tongue weed was a growing problem and that its seeds could be carried in dog coats.

### **KATHLEEN HITE—FAIRGROUNDS RETAINING WALL BIDS**

Fair Manager Kathleen Hite was present.

Hite followed up from three bids she had presented the Board on April 18 to replace a wall at the Fairgrounds. She presented a more detailed bid from Brad Sayers of Granite Excavation.

❖ A Motion was made by Commissioner Howell to approve a Granite Excavation bid on reconstruction of the west end of the racetrack. It was seconded, followed by discussion, and carried with unanimous ayes.

**Street Dance:** Hite requested that the Fair use the Judicial Annex Building parking lot for a street dance on August 6 before the annual county fair August 9-13. She said the event would fall under the County's liability insurance.

➤ The Board was in favor of the dance. Hite said she would provide more details as they develop.

Meeting recessed at 12 NOON.

Meeting reconvened at 1:15 P.M.

### **PUBLIC HEARING—WESTEC ENTERPRISES REZONE (recorded)**

Planning and Zoning Assistant Administrator Nancy Marshall and Attorney Mike Seib were present. Also present was Douglas Beames as the applicant for a rezone.

### **APPLICANT**

Beames, CFO of Westec Enterprises, stated the reasons for his request to rezone an .89-acre triangle of land from A-1 (Agriculture) to IL (Industrial, Light). He answered questions from Commissioners Howell and Roemer.

### **STAFF**

Marshall referred to the written staff report that had been given to the Commissioners. She said the Planning and Zoning Commission had unanimously recommended approving the new rezone.

Marshall explained that Westec wanted to rezone the property to the same zone as its adjacent property and said that an exhibit in the application stated how the rezone would meet the Comprehensive Plan.

### **OPPOSED**

No one was present to oppose the rezone.

### **REBUTTAL**

Beames did not offer a rebuttal.

Commissioner Howell closed the evidentiary portion of the hearing.

### **DISCUSSION**

The Board discussed the evidence presented.

Commissioner Howell favored the rezoning and said it would be facilitate good use of the property.

Commissioner Morley also favored changing the zone, saying that the new zone fit with the County zoning plan and made sense because the only access to the land was through Westec property.

Commissioner Roemer agreed with the zoning request and said the Planning and Zoning Commission recommendation was well worded.

The hearing was recessed, awaiting the Board signing a written decision.

#### **WILL JACKSON—AIRPORT DISCUSSION**

Interim Airports Manager Will Jackson was present.

The Board reviewed Jackson's duties as the interim airport manager and previously as maintenance employee. He said that another dumpster at the Jerome Airport would be helpful.

The Commissioners offered for him to live in the residence at the Jerome Airport as a maintenance employee. He said he would need to consult with his wife before making a decision.

Jackson said he could adjust to working with a new manager because he was a member of the military.

#### **KYLE FISHER—PROBATION REPORT**

Probation Administrator Kyle Fisher was present.

Fisher reported from a gang conference he and the three juvenile probation officers had attended. He had also attended a meeting of the Misdemeanor Administrator Association, of which he is the president.

Fisher said he would bring the Board the results of a survey being conducted by the Misdemeanor Association on the financial impact to counties if they were to allow probation officers to retire according to a Rule of 80 rather than 90, as permitted for law enforcement officers.

#### **DISCUSSION—SNAKE RIVER CANYONS PARK SIGN**

The Commissioners were in receipt of an e-mail from the president of the Snake River Canyons Park Board regarding a billboard sign for the Park.

➤ The Board determined it needed more information, and the matter was tabled pending communication with the board president.

#### **COMPUTER SERVICE DISCUSSION WITH MICHELLE EMERSON AND TRACEE McKIM**

Clerk/Auditor/Recorder Michelle Emerson, Information Technology Specialist Tracee McKim, and Attorney Mike Seib were present.

Commissioner Morley was concerned about all the County computers not functional for entire days on two recent occasions.

McKim explained the first days down were because of a virus. The second outage was a failure of equipment that was only three years old. A third short outage was because a certificate had not

been applied everywhere. McKim said the computer system had been down only three times in the last five years.

McKim said she was in contact with Computer Arts, which services the County computer system, three or four days a week and was learning from them. She added that the company could also remedy some problems remotely. She also said it was necessary to have a priority list of service projects.

Seib stated the consensus at a conference he had attended was dissatisfaction with Computer Arts. One county had changed to hiring a full-time technology employee and preferred that service.

He noted that the lack of computer service for a full day had necessitated rescheduling a court hearing and the appearance of witnesses.

➤ Emerson said she would investigate changing companies to serve technology needs and that she would explore what it would cost to hire a full-time in-house employee.

#### **GARTH BAKER AND WILL JACKSON—AIRPORT DISCUSSION**

Attorney Mike Seib was present. Also present were Garth Baker, the new airports manager, and Will Jackson, the interim manager.

The Commissioners reviewed with Jackson the equipment available at the Jerome Airport.

The Board introduced Baker and Jackson, the former to be the airport manager and the latter the maintenance employee, beginning May 2.

Jackson advised that he would be serving in the National Guard in June. He reported from the most previous Airport Advisory Board meeting that the directors had cancelled the annual Fly In unless the new airport manager deemed that he would have time to plan it for July.

Baker stated he believed he could obtain ten aircraft to participate in the Fly-In. He said the community loves the event and that he thought it would be an injustice not to hold it in the current year.

Commissioner Howell advised Baker that he was under the direction of the Commissioners and not the Airport Advisory Board.

#### **MIKE SEIB—LEGAL COUNSEL**

Attorney Mike Seib was present.

**Salaried vs. Hourly:** Seib advised regarding whether the airport manager should be hired on an hourly or salaried basis. The Board determined to remain with the current salaried status.

**Sign County Surveyor Contracts:** Seib said that two surveyors would receive contracts for their signatures, and the Board's signing them was continued until May 2.

Monday, April 25, 2016

Page 6 of 8

**Sign Detention Center Agreement:** This matter was continued until April 26.

**Discuss Wages in Employee Manual:** Commissioner Howell brought to the Board's attention that mid-year salary increases are generally limited to new hires who have successfully completed six months of employment and are limited to a maximum of five percent of the employee's salary, according to the Employee/Supervisor Manual. He believed the Board should change a decision it made on April 11 to increase an employee's wages more than five percent.

Seib advised that the Board could reverse its previous decision.

Clerk/Auditor/Recorder Michelle Emerson was present.

Further discussion was held with Emerson, who was the elected official who had requested the salary increase.

❖ A Motion was made by Commissioner Howell to reduce an 11.4 percent wage increase previously approved on April 11 to five percent, per the employee manual. It was seconded, followed by discussion in which Commissioner Roemer wanted no wage increase because she believed it to be untimely. The motion carried with Commissioners Howell and Morley voting aye and Commissioner Roemer voting nay because she had previously voted nay on the mid-year raise.

The Commissioners initialed a corrected Employee Wage Change form for Jennifer Wilder.

**Add Claims Documentation to Employee Manual:** The Board had decided on April 18 to direct its legal counsel to add to the Employee/Supervisor Manual that agendas and/or documentation for events attended be attached to claims.

Commissioner Roemer addressed per diem checks regarding mileage. She preferred that an employee use Google to ascertain the exact mileage to his or her destination.

Clerk/Auditor/Recorder Michelle Emerson was present.

Seib questioned the procedure if the employee would drive to a second destination related to the event he or she was attending.

➤ It was determined the Board would discuss mileage reimbursement further on May 2.

**Sign Conflict Public Defender Contracts:** Seib presented two conflict attorney contracts from the law firm of Hilverda McCrae.

❖ A Motion was made by Commissioner Morley to sign the professional services contracts for Steven McCrae and Guy Zimmerman. It was seconded and carried with unanimous ayes.

Seib called for an executive session.

❖ 5:02 P.M. – A Motion was made by Commissioner Howell to go into executive session per Idaho Code Section 74-206(1)(b)(f), personnel and litigation. It was seconded and carried with a unanimous roll call vote.

5:12 P.M. – Return to open session.

No action was taken regarding the executive session.

**APPROVE CLAIMS**

This matter was continued until April 26.

**READ AND APPROVE MINUTES**

❖ A Motion was made by Commissioner Morley to approve the minutes of April 18 as written. It was seconded and carried with unanimous ayes. Commissioner Roemer was not present.

**INDIGENT MATTERS**

❖ A Motion was made by Commissioner Howell to follow staff recommendations for indigent matters. It was seconded and carried with unanimous ayes. Commissioner Roemer was not present. Approved was Case No. 1516-077. Denied were Case Nos. 1516-077; 1516-075; 1516-076; 1516-079; and 1516-078; dismissed were Case Nos. 1415-082; 1516-002; and 1516-041.

Meeting adjourned at 5:15 P.M.

Respectively submitted:

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Charles M. Howell, Chairman

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Jane White, Deputy Clerk

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Catherine M. Roemer, Commissioner

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Roger M. Morley, Commissioner