

## **JEROME COUNTY COMMISSIONERS**

Monday, August 8, 2016

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

Meeting convened at 9:06 A.M.

### **COMMISSIONER COMMITTEE REPORTS**

Commissioner Morley reported from his attendance at a County Urban Renewal (UR) meeting and presented an eligibility report for a new UR district, to be discussed by the Board that afternoon. He had also attended a memorial bridge dedication for St. Luke's Jerome.

Commissioner Roemer said the Airport Advisory Board had discussed weed control. She had also attended an open house for the 100<sup>th</sup> anniversary of the Lutheran Church in Eden, a refugee resettlement program, and the hospital bridge dedication.

Commissioner Howell said he had forwarded a contract for use of the Judicial Annex Building parking lot to Con Paulos and that the Board was scheduled to discuss it with its legal counsel later that day. He reported the junior rodeo had been well attended and that he had heard compliments of the good condition of the Fairgrounds. He said Deputy Clerk Jane White would be singing the national anthem before the rodeo on August 11. Commissioner Howell had also attended the St. Luke's ceremony.

### **SIGN JAIL CLAIMS**

The Board was in receipt of two claims for new jail expenses, to wit, inmate supplies for \$10,856.61 and tray slides for \$648.41.

❖ A Motion was made by Commissioner Howell to approve the jail claims as written. It was seconded and carried with unanimous ayes.

### **SIGN LETTER TO THE BUREAU OF LAND MANAGEMENT**

The Commissioners signed a letter to the Bureau of Land Management recognizing that Idaho Department of Lands property is no longer identified in the Master Plan of the Snake River Canyons Park.

### **ART BROWN—RETIREMENT RECOGNITION FUNDING**

Planning and Zoning Administrative Assistant Nancy Marshall was present.

Marshall verified the account from which to take expenses for an employee's retirement recognition.

Monday, August 8, 2016

Page 1 of 8

❖ A Motion was made by Commissioner Morley to take Bob Wright's recognition funding of \$89 out of the Commissioners' budget. It was seconded, followed by discussion, and carried with unanimous ayes.

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

Commissioner Roemer told the Board she had approved the purchase of tractor tires for the Airport the previous week. The Board agreed that tires would be classified as vehicle repairs and thus would not need prior approval of spending over \$500.

Commissioner Howell reported an altercation between a fairgrounds employee and a neighbor to the fairgrounds had been settled in court to the effect that Karen Daniels needed permission to be on the fairgrounds.

Payroll Clerk Lorrann Morrell was present. The Board discussed a request from a salaried employee who had not yet earned vacation time to have a two-day leave. Morrell explained how the employee would report on his attendance record, after which she was excused.

❖ A Motion was made by Commissioner Howell to approve Garth Baker to take one day without pay and one day with pay because of trading one day for the Jerome Airport Fly-In, followed by discussion in which Commissioner Roemer said the Board needed to have further dialog regarding salaried employees. The motion carried with unanimous ayes.

The Board signed two leave requests each for Arthur Brown and Brent Culbertson.

The Board signed Employee Wage Change forms for Jon Lenker and Cody Carpenter as newly hired part-time detention deputy sheriffs.

Commissioner Howell signed a Catering Permit for El Sombrero, Jerome, to be used August 13 from 5-11 P.M. at The House by the Barn.

The Board signed a Claims Approval Report dated August 5, 2016, for the Insurance Deductible Trust Fund, with a grand total of \$3,538.61.

### **CLAIMS**

Commissioner Howell signed claims for the July 27, 2016, to August 9, 2016, claim cycle as follows.

BUDGET TOTALS

7/27/2016 TO 8/9/2016

#	DEPARTMENT	PAYROLL	ACCT PAY	GRAND TOTAL
1	CLERK	\$ 39,201.88	\$ 340.88	\$ 39,542.76
2	ASSESSOR	\$ 11,683.00	\$ 129.85	\$ 11,812.85
3	TREASURER	\$ 9,733.00	\$ 11.52	\$ 9,744.52
5	COMMISSIONERS	\$ 7,622.00	\$ 650.00	\$ 8,272.00
6	CORONER	\$ 754.00	\$ 2,080.00	\$ 2,834.00
11	CIVIL DEFENSE	\$ 3,235.12	\$ 732.48	\$ 3,967.60
13	COUNTY AGENT	\$ 5,535.75	\$ 396.14	\$ 5,931.89
14	DATA PROCESSING	\$ 2,388.21	\$ 332.16	\$ 2,720.37
15	ELECTIONS	\$ 1,210.00	\$ 2,719.87	\$ 3,929.87
18	GENERAL	\$ 46,849.46	\$ 281,061.85	\$ 327,911.31
21	PLANNING & ZONING	\$ 21,203.18	\$ 2,531.85	\$ 23,735.03
30	VETERANS	\$ 1,041.12	\$ 121.00	\$ 1,162.12
	<b>Sub Total (General Fund)</b>	<b>\$ 150,456.72</b>	<b>\$ 291,107.60</b>	<b>\$ 441,564.32</b>
4	SHERIFF	\$ 69,724.94	\$ 11,185.02	\$ 80,909.96
5	SHERIFF-DETENTION	\$ 66,817.97	\$ 11,251.77	\$ 78,069.74
6	ADULT PROBATION	\$ 12,102.67	\$ 654.92	\$ 12,757.59
7	PROSECUTOR	\$ 30,779.00	\$ 242.88	\$ 31,021.88
8	PUBLIC DEFENDER		\$ 31,598.70	\$ 31,598.70
9	JUVENILE	\$ 19,944.17	\$ 13,142.83	\$ 33,087.00
18	GENERAL	\$ 67,845.48	\$ (107,783.43)	\$ (39,937.95)
	<b>Sub Total (Justice Fund)</b>	<b>\$ 267,214.23</b>	<b>\$ (39,707.31)</b>	<b>\$ 227,506.92</b>
3	AIRPORT	\$ 7,416.08	\$ 131,166.35	\$ 138,582.43
6	DISTRICT COURT	\$ 15,578.33	4634.62	\$ 20,212.95
7	FAIR	\$ 13,907.33		\$ 13,907.33
9	CAPITAL FAIR			\$ -
29	AMBULANCE			\$ -
11	HEALTH			\$ -
15	ELECTION	\$ 1,439.53	\$ 2,719.88	\$ 4,159.41
16	INDIGENT	\$ 6,413.05	\$ 11,112.95	\$ 17,526.00
20	REVALUATION	\$ 23,566.06	\$ 512.90	\$ 24,078.96
23	SOLID WASTE		\$ 301.00	\$ 301.00
24	TORT		\$ 3,032.00	\$ 3,032.00
27	WEED		\$ 19,522.43	\$ 19,522.43
38	WATERWAYS		\$ 219,562.30	\$ 219,562.30
40	CORRECTIONAL FACILITY			\$ -
41	BOND REDEMPTION		\$ 497,741.02	\$ 497,741.02
	<b>GRAND TOTAL</b>	<b>\$ 485,991.33</b>	<b>\$ 1,140,705.74</b>	<b>\$ 1,626,697.07</b>

### **BOB SMITH—OFFICE REQUEST**

Veterans Service Officer Bob Smith was present.

Smith requested to relocate his office to one of the former sheriff patrol offices in the Courthouse. He said one of the two offices would be more comfortable and also easier for veterans to access.

Commissioner Howell said he preferred to give employees first choice for office space, to which Commissioner Roemer agreed.

- The Board determined to inspect the offices and to make a decision on August 22.

Smith reported a State veterans cemetery had been approved.

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

Maintenance Supervisor Brent Culbertson was present.

**Maintenance Report:** Culbertson reported taking care of an irrigation leak at the new jail, restoring emergency lighting, and providing for heating and air conditioning filters to be changed at the jail building.

Culbertson said he had submitted a building permit to the City of Jerome for remodeling at the Judicial Annex Building. He suggested a temporary door to give contractors access, to which the Board agreed.

**New Employee Job Description:** Culbertson presented a revised job description for a janitorial/maintenance position at the jail, as had been directed by the Board on August 1; the Board approved the new description. He said he had begun advertising for the new position the previous week.

- Commissioner Howell requested that Culbertson remove the city/county law enforcement sign on the outside of the Courthouse.

### **ART BROWN—PLANNING AND ZONING REPORT**

Present were Planning and Zoning Administrator Art Brown, Assistant Administrator Nancy Marshall, and Code Enforcer Shawn Denham. Also present were Gene Brown, Hazelton planning and zoning administrator; and Jerry Downs, Hazelton City Councilman.

**Planning and Zoning Report:** Brown expounded on his written monthly report, which included statistics from the building department, code enforcement, and finances as well as staff activities. He presented the Board a recommendation from the Planning and Zoning Commission that no ordinance changes were required regarding calf operations in the A-2 (Rural Residential) Zone.

- The Board determined to discuss the recommendation on August 15.

Brown reported his office had made very little progress in updating past building permits in the month of July because it was a monumental task to follow up on expired building permits from the past 20 years. His staff was also working on the second phase of updating land division files by identifying all land divisions that were required by Special Use Permit.

Brown said he and the code enforcer would continue to inspect outstanding agricultural permits to verify the location of the buildings.

Brown reminded the Board he would be on vacation August 15-26.

Denham explained his code enforcement report. He had listed 16 violations that had been opened in July and 16 that had been closed, with 31 remaining open and 30 pending.

**Review Hazelton Area of City Impact Ordinance and Maps:** Brown informed the Board that the Hazelton City Council had made some minor changes to a proposed Area of City Impact Ordinance. Marshall explained the maps to accompany the ordinance.

➤ The Board approved the ordinance changes and maps, and it was determined a public workshop and a subsequent public hearing would be set, both to be held in Hazelton.

Meeting recessed at 11:14 A.M.

Meeting reconvened at 1:15 P.M.

#### **TRACEE McKIM AND DOUG McFALL—TECHNOLOGY AND NEW JAIL**

Technology Specialist Tracee McKim, Sheriff Doug McFall, and Clerk/Auditor/Recorder Michelle Emerson were present.

**Time Clock:** Sheriff McFall said he would order a time clock for the jail, as had been approved by the Commissioners on July 25. He added that Deputy Sheriff George Oppedyk would monitor the clock and furnish information from it to the payroll clerk.

**Report on Jail Funding:** McKim presented correctional facility expenditures from jail bond revenue and from funds budgeted from the County budget. The bond money was depleted to \$144,68, but \$145,693.74 remained in County budgeted funds. McKim and Sheriff McFall related extra expenses they were anticipating.

**Possible Jail Projects:** Commissioner Howell advocated fencing the impound yard as well as the rest of the jail portion of the correctional facility. Sheriff McFall demonstrated on a whiteboard the proposed areas to fence.

➤ It was determined the sheriff would solicit a new bid for fencing as discussed.

The Board discussed including a shipping container in the impound yard.

Sheriff McFall reported he had obtained a signed contract for jail bed space from Lincoln County and that the current inmate count in the new jail was 72.

Monday, August 8, 2016

Page 5 of 8

Sheriff McFall and Emerson were excused.

**New Tech Quote:** McKim gave the Board paperwork on Courthouse security proposals from both Apex Security and New Tech Security. She said she was waiting on a return call from New Tech to see whether the County identification badges would work with its system.

➤ Commissioner Roemer requested a quote from Apex for wireless panic buttons as well as smoke and heat detectors. A further security discussion was later put on the August 15 agenda.

### **NEW URBAN RENEWAL DISTRICT DISCUSSION**

Attorney Mike Seib and Clerk/Auditor/Recorder Michelle Emerson were present.

The Board noted that it was in receipt of an eligibility study indicating that a new area would be eligible property for a new County Urban Renewal District.

Commissioner Morley questioned opening a new district when the first district was not servicing its debt.

Commissioner Howell said he did not have a problem with putting farm ground into an urban renewal district and that the County was not incurring the debt of the Urban Renewal District.

Commissioner Roemer asked whether the Urban Renewal Board had considered the composition of its board, and Commissioner Morley said it expected directors to be elected when the current directors' terms expired.

Seib advised about urban renewal districts.

➤ The Board was to discuss the creation of a new urban renewal district on August 22.

### **MIKE SEIB—LEGAL COUNSEL**

Attorney Mike Seib was present.

**Sign Decision Approving Expansion of Sunrise Dairy:** The Board was in receipt of a written decision reflecting its finding on July 26 to approve the expansion of Sunrise Dairy as recommended by the Planning and Zoning Commission.

❖ A Motion was made by Commissioner Morley to sign the decision approving the expansion of the Sunrise Dairy as written. It was seconded and carried with unanimous ayes.

**Sign Memorandum of Understanding for Problem Solving Court Coordinators:** Seib presented an agreement relating to problem-solving court coordinators for the Fifth Judicial District, which the Idaho Supreme Court had reviewed and approved.

❖ A Motion was made by Commissioner Howell to sign the Memorandum of Understanding for problem solving court coordinators. It was seconded and carried with unanimous ayes.

**Contract for Use of Annex Parking Lot:** The Commissioners discussed with Seib the terms of a contract for a dance in the Judicial Annex Building parking lot that had been reviewed by Con Paulos. They concluded they would like to require four security guards mingling with the dancers plus two at each entrance of a beer garden.

➤ It was determined to meet with representatives of the dance on August 15 in order to agree on the terms of the contract.

**Hangar Donation:** It was determined the matter of terminating a lease or subleasing hangar space at the Jerome Airport would be addressed on August 22.

**Salaried Positions:** Commissioner Roemer questioned compensating salaried employees for hours worked beyond their usual work days. Seib advised the nature of salaried positions is that employees work odd hours without additional compensation.

**Airport Sales:** Seib said he would consider Commissioner Roemer's question about selling water at the Jerome Airport.

**Fair Parade:** The Board approved an early dismissal of 15 minutes on August 9 for employees it supervises because of the Jerome Fair and Rodeo parade at 5 P.M.

### **APPROVE CLAIMS**

❖ A Motion was made by Commissioner Roemer to approve the claims as presented. It was seconded and carried with unanimous ayes.

The Board signed a Claims Approval Report dated August 5, 2016, for the Indigent Fund, with a grand total of \$10,946.

The Board signed a Claims Approval Report dated August 5, 2016, for the Court Bond Trust and Restitution-Courts Funds, with a grand total of \$8,660.12.

The Board signed a Claims Approval Report dated August 5, 2016, with a grand total of \$447,169.42, for the following funds: General, Airport, District Court II, Justice, Election Consolidation, Indigent, Revaluation, Solid Waste, Tort, Weeds, Ambulance, Auditor's Trust, Assessor's Trust-Licenses, and Planning & Zoning/Building.

### **READ AND APPROVE MINUTES**

❖ A Motion was made by Commissioner Howell to approve the minutes of August 1 as written. It was seconded and carried with unanimous ayes.

**INDIGENT MATTERS**

❖ A Motion was made by Commissioner Morley to follow staff recommendations for indigent matters. It was seconded and carried with unanimous ayes. Denied was Case No. 1516-113; dismissed were Case Nos. 1516-014; 1516-100; and 1516-022.

**EXECUTIVE SESSION**

❖ 4:15 P.M. - A Motion was made by Commissioner Roemer to go into executive session per Idaho Code Section 74-206(1)(b), personnel. It was seconded and carried with a unanimous roll call vote.

4:22 P.M. – Return to open session.

Meeting adjourned at 4:25 P.M.

Respectively submitted:

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Jane White, Deputy Clerk

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Charles M. Howell, Chairman

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Catherine M. Roemer, Commissioner

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Roger M. Morley, Commissioner