

**JEROME COUNTY COMMISSIONERS**

Tuesday, February 16, 2016

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

Meeting convened at 9 A.M.

**COMMISSIONER COMMITTEE REPORTS**

Commissioner Morley had attended a County Urban Renewal meeting where the directors had discussed board member terms and finances.

Commissioner Howell had answered phone calls about the death of the airport manager.

Commissioner Roemer had also attended the Urban Renewal meeting.

**CHAMBER OF COMMERCE ELECTION**

The Commissioners discussed five candidates for the Jerome Chamber of Commerce Board of Directors.

❖ A Motion was made by Commissioner Howell to vote for Sonia Haines, Kim Lee, and Bret Belnap. It was seconded and carried with unanimous ayes.

**SIGN JAIL CLAIMS**

❖ A Motion was made by Commissioner Roemer to approve jail construction claims to Scott Hedrick Construction of \$658,825 for work and materials during January 2016; to Allied Hand Dryer of \$4,200 for ten automatic hand dryers; and to Rocky Mountain of \$20,493.15 for a transfer switch and gen base tank. It was seconded and carried with unanimous ayes.

**BUSINESS AND/OR ADMINISTRATIVE MATTERS**

The Board conferred about the memorial services for the airport manager.

❖ A Motion was made by Commissioner Howell to authorize up to \$100 for flowers. It was seconded and carried with unanimous ayes.

Treasurer Tevian Ekren-Kober was present. She requested to carry over vacation days for Chief Deputy Treasurer Karla Bankhead because of an unexpected personnel shortage in her office.

❖ A Motion was made by Commissioner Roemer to allow Karla Bankhead to roll over her allowed 40 hours plus the 15 hours on her anniversary of March 5, 2016; the 15 hours must be used within 90 days, or it will be lost. It was seconded and carried with unanimous ayes.

The Board signed four Time Clock Correction forms and one Leave Request/Sick Time form for Clint Blackwood.

Tuesday, February 16, 2016

Page 1 of 7

The Board signed a Claims Approval Report dated February 12, 2016, for the Insurance Deductible Trust Fund, with a grand total of \$283.37.

The Board signed a Retail Alcoholic Beverage License for Jose Luis Anaya Martinez.

The Board signed a Direct Deposit Detail dated February 3, 2016, for the January payroll, with a grand total of \$189,205.03.

### **ROCKNE LAMMERS AND MARK COPPIN—YEARLY PUBLIC DEFENDER REPORT**

Public Defenders Rockne Lammers and Mark Coppin were present.

Lammers presented an annual report required by Idaho Code 19-864 along with a letter stating the types of cases to which he is appointed. He said he had represented 144 new cases in 2015, which did not include his carryover cases, and that the number of cases he handles is near the State guidelines.

Lammers said he and Attorney Patrick McMillen had attended beneficial training and that it would be helpful if additional funding from the State budget could be used to hire a social worker for his office.

Coppin submitted his annual report, also pursuant to Idaho Code 19-864. He had been appointed to 77 new cases from his hire date of October 1, 2015, through December 31, 2015. The number of his appointments by substitution (active matters only) totaled 463.

Coppin stated he and McMillen were changing the management of cases so that one attorney follows a case through court. He said they were also decreasing the number of individuals on probation and continuing to fast track some hearings.

Lammers offered kudos to the County maintenance supervisor for his work and especially his diligence in removing snow and ice.

Coppin said it would be desirable to build a pony wall to afford some privacy for the receptionist's desk, and the matter was added to the agenda when the maintenance supervisor would report to the Board on February 22.

### **AIRPORT DISCUSSION**

Airport maintenance employee Will Jackson and Planning and Zoning Administrator Art Brown were present.

Brown questioned who to consult for land use applications due to the death of the airport manager and was told that Jackson was temporarily assuming her duties. He also asked about a cell tower at Skeleton Butte, and Jackson said he and the airport manager had checked the light on it and that he would send Brown an e-mail advising him of the inspection.

The Board determined not to accept applications for an airport manager until after the memorial services for the former manager.

The Board discussed airport duties with Jackson.

### **CEMETERY DISTRICT DISCUSSION**

Commissioner Roemer reported that she had spoken with the Times-News about notification of cemetery board openings and that publication was forthwith.

➤ Commissioner Roemer wanted to interview the nine citizens who had volunteered to serve on a new cemetery board from Zone 1 in order to determine three names to send to Gov. Otter for his appointment. The Board agreed to set interviews for February 23.

The newly formed cemetery board would need to decide a date for a budget hearing by April 30.

### **MIKE PEPPER—HIGHWAY CONSTRUCTION**

Mike Pepper, KMP Planning, was present.

Pepper presented the Commissioners written information about planned reconstruction and widening of US 93 one-half mile north and one-half mile south of the 200 South Road intersection.

Clerk/Auditor/Recorder Michelle Emerson was present.

Pepper continued to explain that the highway would be widened to four lanes, with turn lanes included. He said that safety would be improved by decreasing access to the highway and restricting left turns.

The Idaho Transportation Department had begun preliminary design of the new roadway, with a public open house scheduled for March and another one in the fall of 2016. Construction would begin in the fall of 2018, with completion in 2019.

### **MIKE MAPES AND RYAN ARMBRUSTER—URBAN RENEWAL**

Clerk/Auditor/Recorder Michelle Emerson and Attorney Mike Seib were present. Also present were Mike Mapes and Ryan Armbruster, representing the County Urban Renewal Agency.

Armbruster told the Commissioners that the County Urban Renewal Agency (URA) was willing to reimburse the County \$7,500 of the \$30,000 it had advanced the Agency in 2008 and the \$10,000 in 2010.

He then said he would like the County to provide \$7,500 to hire a consultant to determine if another area would qualify as a second Urban Renewal District. If a second district were approved, the County would need to provide an additional \$20,000-\$30,000 to begin the new district until it would be funded by tax dollars. He added that the URA board had passed a motion that it would repay the County the \$7,500 within a certain period of time.

Armbruster explained that the URA was requesting funding because Urban Renewal Agencies had been criticized for using their funds to begin another district.

Mapes stated different Urban Renewal areas are required to maintain separate finances but that they can be governed by the same board of directors.

Commissioner Roemer said the proposal sounded like money laundering. She preferred that the Commissioners hire a consultant if they deemed one necessary. She also questioned whether another URA was needed and said she had more questions for Board discussion and for the Board's legal counsel.

Commissioner Howell said the Board had already had two presentations about forming another Urban Renewal area. He said he favored funding a study to determine the eligibility of the other area, to which Commissioner Morley agreed.

Seib said there were things the Board was not considering and called for an executive session.

Mapes and Armbruster were excused.

❖ 12:14 P.M. – A Motion was made by Commissioner Howell to go into executive session per Idaho Code Section 74-206(1)(d), privileged information. It was seconded and carried with a unanimous roll call vote.

12:38 P.M. – Return to open session with just the three Commissioners present.

➤ It was determined Emerson would consult the County's outside auditor about financial matters regarding the Urban Renewal Agency.

Further Board discussion was held with Seib.

Meeting recessed at 12:58 P.M.

Meeting reconvened at 1:20 P.M. with Commissioners Roemer and Morley present. Commissioner Howell was excused to attend a SIRCOMM meeting.

### **DEPARTMENT HEADS—ATTENDANCE RECORDS AND COURTHOUSE SECURITY**

**Attendance Records:** Payroll Clerk Lorrann **Morrell**, Fairgrounds Manager Kathleen **Hite**, 4-H Aide Tina **Miller**, Tri-County Noxious Weed District Supervisor Terry **Ruby**, Treasurer Tevian **Ekren-Kober**, Emergency Management Coordinator Clint **Blackwood**, Veterans Service Officer Bob **Smith**, Prosecutor John **Horgan**, Probation Administrator Kyle **Fisher**, Planning and Zoning Administrator Art **Brown**, Appraiser Javier **Peredez**, and Sheriff Doug **McFall** were present.

Morrell explained that department heads would need to check an employee's leave accruals when approving attendance records on the employee portal because she was no longer making

the verifications of earned time off now that written time sheets were not required. She answered questions from department heads.

**Courthouse Security:** Commissioner Roemer said she would like employees to have active shooter training.

➤ Fisher said he and Deputy Sheriff Eric Jackson could provide an educational session for employees.

Maintenance Supervisor Brent Culbertson was present.

Discussion was held regarding Courthouse security after the sheriff's offices relocate to the new jail facility.

Clerk/Auditor/Recorder Michelle Emerson was present.

Emerson said it might be a good idea to have just one entrance/exit open to the public at the Courthouse and to consider budgeting for a security officer.

➤ It was determined to meet with department heads working in the Courthouse again on February 22.

#### **MICHELLE EMERSON AND KIM BURLINGTON—HARDSHIP APPLICATIONS**

Clerk/Auditor/Recorder Michelle Emerson was present.

The Board asked Emerson if her Social Services staff could advise the Commissioners about hardship applications for tax cancellations. She agreed but said she would like to revisit the request if more than two a year were submitted.

#### **ART BROWN AND MICHELLE EMERSON—POSITION WAGE INCREASE**

Planning and Zoning Administrator Art Brown, Assistant Administrator Nancy Marshall, Clerk/Auditor/Recorder Michelle Emerson, and Payroll Clerk Lorrann Morrell were present.

Brown presented paperwork from the clerk's office showing that he would have enough funds in his FY 2015-16 Budget to increase a position starting wage through the current fiscal year and requested that the increase be included in the next budget.

❖ A Motion was made by Commissioner Morley that Brown increases one of his employees to \$12 an hour. It was seconded and carried with unanimous ayes.

The Board signed an Employee Wage Change for Stephanie Aslett as a newly hired administrative assistant in the Planning and Zoning Office.

#### **CLINT BLACKWOOD—OFFICE OF EMERGENCY MANAGEMENT REPORT**

Emergency Management Coordinator Clint Blackwood was present.

Blackwood commented from his monthly written report on meetings he had attended and building code courses he had completed. He said he had sent the multi-jurisdictional All Hazard Mitigation Plan (AHMP) to the Idaho Bureau of Homeland Security and the Federal Emergency Management Agency for final adoption.

Blackwood told the Commissioners he was looking for a suitable warehouse facility in which to hold a statewide exercise to respond to a foreign animal disease outbreak. He was also seeking bids for security fencing at the new radio tower site.

Upcoming meetings included a tabletop exercise and a Local Emergency Planning Committee meeting.

### **RUSS MOORHEAD—ADDITIONAL JAIL COSTS**

Sheriff Doug McFall and Emergency Management Coordinator Clint Blackwood were present. Also present was Russ Moorhead, LCA Architects.

Moorhead reported nine single bunks had been purchased for jail cells that would optimally hold only one prisoner, but double bunks would provide the flexibility to run the jail at full capacity. He said LCA Architects would absorb the shipping cost to return the bunks because the order was the company's mistake.

❖ A Motion was made by Commissioner Roemer to approve a change order as requested by Russ Moorhead for additional beds in the new jail in the amount of \$5,834. It was seconded and carried with unanimous ayes.

Moorhead informed the Board that many subcontractors were now working at the jail construction site and told of their plans for the next week.

Blackwood had questions about fencing at the jail site. Discussion was held about enclosing a containment pond.

➤ Commissioner Roemer requested that the sheriff's office bring quotes for fencing with and without encompassing the pond.

### **STACEY DEPEW AND BRAD CALBO—YEARLY PUBLIC DEFENDER REPORT**

Public Defenders Stacey Depew was present.

Depew presented the Board material listing information about cases her law firm had represented in 2015, including their dispositions. She said the firm had been appointed 106 new felony cases and 54 probation violations and estimated that 30 additional cases were ongoing.

Depew reported that she and Calbo had opened 25 or 30 conflict cases since January 1 and had referred only three to other defenders. She said the cases had fit well with felony scheduling and that she believed assuming the conflict cases was saving the County money.

Depew believed the firm's caseload would fall within State guidelines. She added that she and Calbo were taking steps to qualify for first-chair death sentencing cases.

**JACK NELSEN—PLANNING AND ZONING COMMISSION**

Jack Nelsen, chairman of the Planning and Zoning Commission, was present.

Nelsen asked what the Commissioners were expecting from the Planning and Zoning Commission about updating the Comprehensive Plan. He said the Commission had drafted many changes and that he thought its work sessions were going very well.

Commissioner Roemer stated that the Commissioners had voted to task the Planning and Zoning Office and legal counsel with completing the draft because the P&Z administrator had told them that the Commission did not have time to finish its updates.

Nelsen said the Commission did not meet in January because it had no business on its agenda.

The minutes of January 6, 2015, revealed that the Commissioners had asked the P&Z Office to complete proposed updates to the Comprehensive Plan by April 1, 2016.

**READ AND APPROVE MINUTES**

❖ A Motion was made by Commissioner Morley to approve the minutes of February 1 and 8 as read. It was seconded and carried with unanimous ayes.

**INDIGENT MATTERS**

❖ A Motion was made by Commissioner Morley to approve indigent matters as presented. It was seconded and carried with unanimous ayes. Denied was Case No. 1516-041; dismissed was Case No. 1516-001.

Meeting adjourned at 4:50 P.M.

Respectively submitted:

\_\_\_\_\_  
Charles M. Howell, Chairman

\_\_\_\_\_  
Jane White, Deputy Clerk

\_\_\_\_\_  
Catherine M. Roemer, Commissioner

\_\_\_\_\_  
Roger M. Morley, Commissioner