

## **JEROME COUNTY COMMISSIONERS**

Monday, July 18, 2016

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

Meeting convened at 9:05 A.M.

### **COMMISSIONER COMMITTEE REPORTS**

Commissioner Morley reported he had helped recruit companies to solve communications problems at the new jail and sheriff administrative offices after it had opened. He had also attended a District IV Elected Officials conference and a Tri-County Noxious Weed District meeting, where budgeting was discussed.

Commissioner Roemer had also attended the elected officials meeting and said the group had voted in favor of a proposal for county commissioners to be able to offer a tax reduction incentive to builders who participate in low-income housing development. She had also attended the Airport Appreciation Day.

Commissioner Howell had attended a Fair Board meeting and the Airport Fly-In. He had also assisted an inmate in obtaining work release and Valley Co-op in getting a zoning permit.

### **SIGN WESTLAW CONTRACT**

Clerk/Auditor/Recorder Michelle Emerson was present.

Emerson presented for signature a contract with Westlaw, which had been approved by the Board on June 6. She had secured a two-year contract as requested by the Board.

❖ A Motion was made by Commissioner Howell to authorize the chair to sign the Westlaw contract. It was seconded and carried with unanimous ayes.

### **SIGN SOIL CONSERVATION LETTER**

Commissioner Howell stated he had consulted the county clerk and the Board's legal counsel regarding a letter from the North Side Soil and Water Conservation District (NSSWCD) stating the agency would charge an administrative fee to administer Waterways funds. He presented a draft letter to the NSSWCD denying to pay such a fee.

❖ A Motion was made by Commissioner Howell to sign the return letter to Roy Prescott at the North Side Soil and Water Conservation District. It was seconded and carried with unanimous ayes. Commissioner Roemer recused herself because of her husband being a member of the NSSWCD Board.

### **SIGN AIRPORT INSURANCE APPLICATION**

Airports Manager Garth Baker was present.

Monday, July 18, 2016

Page 1 of 7

Baker advised regarding the renewal of liability insurance with ICRMP (Idaho Counties Risk Management Insurance Pool) for the Jerome and Hazelton Airports. Commissioner Roemer phoned Bryan Craig as the County's insurance agent because she had questions.

❖ A Motion was made by Commissioner Howell to authorize the chair to sign the General Aviation Airport Liability Application with ICRMP. It was seconded and carried with unanimous ayes.

### **TIME CLOCK DECISION**

The Commissioners deliberated about the use of a time clock for an employee supervised by the Commissioners. Commissioner Roemer questioned whether all the employees under Commissioner supervision should use time clocks.

A decision was delayed pending further discussion on July 25.

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

The Board signed a Retail Alcoholic Beverage License for Albino Ortega dba Jerome Event Center, Jerome.

The Board signed Employee Wage Change forms for Alex Burlington and Zach Diestelhorst as newly hired part-time seasonal employees at the Fairgrounds.

The Board signed leave requests for Garth Baker and Brent Culbertson.

### **GARTH BAKER—AIRPORTS REPORT**

Airports Manager Garth Baker was present.

Baker reported that attendance at the recent Airport Appreciation Day was so good that he had to stop selling t-shirts at 1:30. Volunteer pilots had given 147 rides, and the Search and Rescue organization had served 250 breakfasts.

Baker said he would seek a bid for removal of materials in order to remodel the modular unit formerly used as a residence into the terminal for the Jerome Airport. He said he had obtained a blueprint for an office in the new terminal and that he would bring remodeling plans to the Board.

Baker said the Airport Advisory Board had recommended Gayland Edwards to fill the position of Chuck Schabacker on the Board.

❖ A Motion was made by Commissioner Roemer to approve Gayland Edwards to be appointed to the Airport Board to fill the empty position of Charles Schabacker, effective August 1, 2016. It was seconded and carried with unanimous ayes.

Baker requested personal time off on August 25 and 26, to which the Board agreed.

➤ Commissioner Roemer requested that Baker provide the Board the paperwork from the Federal Aviation Administration that permits storing non-aviation items in hangars as long as an airplane is also housed there.

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

Emergency Management Coordinator Clint Blackwood was present. Also present was Gary Davis, Idaho Office of Emergency Management (IOEM).

➤ Commissioner Howell requested that Blackwood display a sign on his former office door in the Courthouse with his new location in the sheriff administration building and a new phone number.

Blackwood expanded on his monthly written report. He said groundwork was being completed at the new radio tower site before placement of a concrete pad and back-up electrical generator would complete the project.

Blackwood said moving the Office of Emergency Management from the Courthouse to the new jail facility had been a large task and that he had also completed necessary building inspections during the moving process.

Blackwood had participated in exercises and meetings in preparation for a full-scale exercise of the National Veterinary Stockpile to be held in Jerome on August 24.

Blackwood introduced Gary Davis as the area field officer of the Idaho Office of Emergency Management (formerly Idaho Bureau of Homeland Security). Davis told the Board that a county would need a policy of compensating employees for excessive overtime in the event of a disaster *before* emergency conditions in order to be eligible for federal reimbursement of wages.

➤ It was determined to consult the executive director of the Idaho Association of Counties for a template to create a county disaster policy.

The Board discussed Blackwood's use of the time clock in the clerk's office following his move to a new building. He said there is a record of the times he arrives at his new facility because his identification badge records the time he enters the secured employee parking lot.

➤ It was determined that Blackwood should clock in and out at the Courthouse pending further Board discussion of time record keeping.

### **STEVE HINES—EXTENSION OFFICE REPORT**

Extension Educator Steve Hines was present.

Hines reported a pest certification class had been well attended. He also said he had met with the Scoular Company in Jerome and that the company was interested in an expanded number of bean acres in the County.

Hines distributed a pamphlet entitled “Contribution of Agribusiness to Idaho’s Magic Valley Economy” that provided information and statistics.

Hines said he was worried about paying for comp hours for the 4-H aide out of the extension office budget. He suggested that her status be changed to that of the sheriff employees so that she could carry over more comp time.

**LARRY HALL—JEROME 20/20 REPORT AND BUDGET REQUEST**

Jerome 20/20 Executive Director Larry Hall was present.

**Quarterly Report:** Hall provided a written third quarter update of the Jerome 20/20 Economic Development Organization. He stated that the scope of economic development in Jerome County had changed and that it was necessary to attract both businesses and employees.

Hall added that he was working with Southern Idaho Tourism and the Southern Idaho Economic Development Organization (SIEDO), both of which were interested in developing the Snake River Canyons Park. He said he would like to help in project management for the Park if Jerome 20/20 broadened its bylaws.

Hall told the Board of projects on which he had been working. He said he had met with Dr. Sabin from the University of Idaho as well as Lt. Governor Brad Little, Representative Maxine Bell, Jeff Fox, and dairy industry representatives about the location of a dairy research facility in the Magic Valley, which would provide a multiplier effect if it were located in Jerome County. He said the University would most likely purchase an existing operation.

**Budget Request:** Hall presented a letter requesting a continuation of the \$40,000 yearly donation from the County to Jerome 20/20. He reminded the Board that the organization is funded by \$40,000 each from the County, the City of Jerome, and private businesses, for a total \$120,000 budget. Efforts are extended in business retention, expansion, and attraction.

➤ Commissioner Morley suggested taking job applications to local high school seniors, and Commissioner Roemer told him of the Job Fair that Jerome High School holds each year.

**BEVERLY MYER—PLANNING AND ZONING COMMISSION MEETING OF JUNE 27**

Planning and Zoning Administrator Art Brown, Administrative Assistant Stephanie Aslett, and Attorney Mike Seib were present. Also present were Juanita and Luther Myer.

Seib advised against the Myers testifying about a conclusion reached by the Planning & Zoning Commission. He said the proper procedure would be for the Myers to appeal the decision to the Commissioners after it had been signed at the next P&Z meeting.

Meeting recessed at 11:42 A.M.

Meeting reconvened at 1:16 P.M.

### **JEFF PERRY—REQUEST FOR AMBULANCE**

Clerk/Auditor/Recorder Michelle Emerson was present. Also present was Jeff Perry, Chief of Police for Kimberly/Hansen.

Chief Perry requested that the County donate its excess ambulance to the Kimberly Police Department. He said his department was getting busier and would like to retrofit the vehicle to carry equipment.

Commissioner Howell explained that the Board had set the value of the ambulance at \$300 after it had not sold for minimum bid at auction because a party had been willing to purchase it for that amount.

➤ The Board determined to meet with the person who wanted to purchase the ambulance to see if he was still interested; he was later set on the July 25 agenda.

### **APPLICATION FOR PUBLIC DEFENSE COMMISSION GRANT**

Clerk/Auditor/Recorder Michelle Emerson was present.

Emerson followed up from July 11 with a grant application she had completed for the Idaho Public Defense Commission. The Board discussed and approved the information on the form.

➤ Emerson said she would finalize the application and bring it to the Board for signature on July 19.

### **DISCUSS RYAN LAY PROPOSAL**

Ryan Lay was present.

Lay said he had re-evaluated his proposal to be a part-time County employee and offered to work as a consultant for the County. He believed he could bring about a land trade with the Idaho Department of Lands that would benefit the Snake River Canyons Park.

Lay said he would not request funds from the County for the Park but believed that an investment in him could preserve the Park land and increase the County's tax base.

➤ The Board was hesitant about Lay's proposals and determined to have another discussion at a later date.

### **JOHN HOLTON—REQUEST FOR A SUBORDINATION AGREEMENT**

Social Services Director Kim Burlington was present. Also present was Laura Holton, wife of John Holton.

Holton requested that the Board subordinate on a lien so that she and her husband could refinance their house.

Burlington agreed with Holton's request.

❖ A Motion was made by Commissioner Howell to sign the subordination agreement with John E. Holton as presented. It was seconded and carried with unanimous ayes.

### **OPEN BIDS FOR JUDICIAL ANNEX BUILDING REMODELING**

Maintenance Supervisor Brent Culbertson and Clerk/Auditor/Recorder Michelle Emerson were present.

The Board opened bids for remodeling the Judicial Annex Building as follows: **Lewis Roofing**, \$58,775; **TCA Roofing**, \$58,140 (material and labor), \$68,390 (fully adhered roof with ½” recovery board), \$5,000 (60 mil TPO add); **Clayville Insulation**, \$46,379.74; **TruTeam Gale Contractor Services**, \$18,704 plus \$2,000; **Hayes Construction**, \$361,950; **Michael J. Lloyd Electrical Contractors of Idaho**, \$56,400, \$1,145 (option); **Freedom Electric**, \$60,284, \$1,040 (option); **Element Heating and Cooling**, \$63,470; **Ron Smith Plumbing**, \$13,070; **Delta Fire Systems**, \$14,968; and **Clima-Tech**, \$12,310, \$275 (performance bond price add).

➤ Culbertson was scheduled to give his bid recommendations to the Board on July 25.

Emerson questioned whether the bench in the Courthouse courtroom could be used in the new courtroom at the Annex.

### **READ AND APPROVE MINUTES**

❖ A Motion was made by Commissioner Roemer to approve the minutes of July 12 as submitted. It was seconded and carried with unanimous ayes.

### **INDIGENT MATTERS**

❖ A Motion was made by Commissioner Roemer to approve the indigent materials as presented. It was seconded and carried with unanimous ayes. Dismissed were Case Nos. 1516-021; 1516-055; 1516-086; and 1516-088. An Order of Suspension was signed for Case No. 1516-083.

### **DISCUSS GEORGE PANAGIOTOU PROPOSALS**

The Board discussed five matters that George Panagiotou, as president of the Snake River Canyons Park Board, had asked the Commissioners to consider on July 12.

(1) The Commissioners had spoken with the executive director of Southern Idaho Tourism on July 12 about adding Jerome County tourist opportunities to its Website as requested by Panagiotou.

(2) Panagiotou had asked that funds not expended from the Snake River Canyons Park administrative budget be carried over to the FY 2016-17 Budget. The Board did not address the request but did agree that Panagiotou could submit a claim for a Park sign if it could be covered by the current budget.

(3) Commissioner Roemer said she had sent a sample letter of authorization for Panagiotou to the Board’s legal counsel and that the Board was awaiting its attorney’s advice.

(4) The Board determined to ask the Bureau of Land Management whether Idaho Department of Lands property should be removed from the Master Plan, and if so, how to accomplish it.

(5) The Board determined it would not work with Panagiotou to acquire his property called the Devil's Corral for the Park.

**MIKE SEIB—LEGAL COUNSEL**

Attorney Mike Seib was present.

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

5:06 P.M. - Return to open session.

The Board instructed Seib to follow up as discussed in executive session.

**Urban Renewal District Discussion:** This matter was added to the July 25 agenda.

Meeting adjourned at 5:07 P.M.

Respectively submitted:

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

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

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

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