

JEROME COUNTY COMMISSIONERS

Monday, July 25, 2016

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

Meeting convened at 9:06 A.M.

COMMISSIONER COMMITTEE REPORTS

Commissioner Roemer reported from a Jerome Chamber of Commerce Business After Hours event at the Jerome Country Club Golf Course; there had been a ribbon cutting to welcome the country club as a new member of the Chamber.

Commissioner Roemer had attended the evening at the University of Idaho Research Center near Kimberly and had enjoyed booths on agricultural research.

At the Local Emergency Planning Committee (LEPC) meeting, Commissioner Roemer heard a report from the Jerome police department on how it responds to such incidents as the recent gas line break.

Roy Prescott was recognized as retiring from the South Central Community Action Partnership (SCCAP) board after 16 years of service during the Partnership's annual meeting attended by Commissioner Roemer.

9:10 A.M. – Commissioner Howell was present.

Commissioner Morley had also attended the Chamber event and the Research Center as well as a Republican Central Committee meeting.

Commissioner Howell announced that Kathleen Diederich would be resigning as the Jerome County fair manager as of August 23 to accept the executive directorship of the Jerome Chamber of Commerce.

Commissioner Howell reported from his meeting with the Idaho Department of Transportation (IDT) in Eden the previous week. He said the ITD would investigate and submit a progress report within six months of how to make parking safer at the Eden/Hazelton Senior Citizen Center. Meanwhile, the city street department would study how it could help the unsafe and limited parking near the center, and the Center's director would pursue working with the Valley Recreation District to secure a more suitable building for the Center.

SIGN FAIR PARKING LOT AGREEMENT

The Board was in receipt of an agreement with Franklin Building Supply for the County to use a lot belonging to the business during the County Fair from August 9 through August 13.

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❖ A Motion was made by Commissioner Howell to authorize the chair to sign the Franklin Building Supply Agreement with the County Fair. It was seconded and carried with unanimous ayes.

SIGN AIRPORT DOCUMENTS

The Board was in receipt of a notice of award for pavement maintenance at the Jerome Airport.

❖ A Motion was made by Commissioner Morley to allow the chairman to sign a Notice of Award for Jerome County Airport Project No. 150206. It was seconded and carried with unanimous ayes.

The Board was in receipt of an agreement for pavement maintenance construction at the Jerome Airport.

❖ A Motion was made by Commissioner Morley to authorize the chairman to sign the agreement between Jerome County and Road Products, Inc., for the pavement maintenance project at the Jerome Airport. It was seconded and carried with unanimous ayes.

SIGN JAIL TELEPHONE CERTIFICATE

The Board was in receipt of documents exempting the County from taxes on telephone services at the new jail building.

❖ A Motion was made by Commissioner Morley to sign certificates exempting the County from taxes. It was seconded and carried with unanimous ayes.

TIME CLOCK DECISION

The Board discussed the merits of installing a time clock at the jail administration building.

❖ A Motion was made by Commissioner Howell to request the sheriff to install a time clock at the justice facility, to be furnished by the Board of Commissioners. It was seconded and carried with unanimous ayes.

Commissioner Howell consulted the civil deputy at the jail administration offices about obtaining a written report of employees' entering and leaving the fenced employee parking lot. She said there would be no record for leaving.

The Board asked the County's technology specialist about printing a record from a time clock at the jail.

➤ The Board determined to consult the chief deputy sheriff about installing a time clock at the justice facility when he was scheduled to meet with the Board later that morning.

BUSINESS AND/OR ADMINISTRATIVE MATTERS

The Board signed four leave requests for Kyle Fisher.

The Board signed an Employee Wage Change for Darren DePriest as a newly hired maintenance employee for the Fairgrounds.

The Board signed a Direct Deposit Detail dated July 22, 2016, for the July payroll, with a grand total of \$192,010.12.

The Board signed a Payroll Claims Approval by Fund dated July 22, 2016, for the July payroll, with a grand total of \$296,369.88.

❖ A Motion was made by Commissioner Morley to approve jail claims as follows: **VISA-McFall**, \$324.00 for HEPA style bag and utility vacuum; **LCA Architects**, \$609.94 for reimbursable expenses for June 2016; **Carrot-Top Industries**, \$128.02 for flag poles; **Intermountain Design**, \$934.12 for a desk; **Intermountain Design**, \$1,558.48 for two kneespace credenzas; **Capital One Commercial Costco**, \$79.96 for a chair; **Cummins Rocky Mountain**, \$1,835.35 for a troubleshooting generator; **Harvey's Office Plus**, \$39.99 for folding hanger supports; **Harvey's Office Plus**, \$10,307.50 for a training table and chairs (with credit for chairs); **Phoneworks**, \$14,271.60 for the balance owed on the phone system; **Curry Crane, Inc.**, \$640.00 to set the generator; **Standard Restaurant Equipment**, \$10,095.05 for kitchen equipment and casters for shelving (with credit memo); **Standard Restaurant Equipment**, \$229.93 for kitchen cleaning equipment; **Standard Restaurant Equipment**, \$554.97 for shredder, slicing, and grater plates; and **Cummins Rocky Mountain**, \$42,964 for a generator, all from the FF&E Budget. It was seconded and carried with unanimous ayes.

CLAIMS

Commissioner Howell signed claims for the July 12, 2016, to July 16, 2016, claim cycle as follows: **Clerk**, \$44.50; **Assessor**, \$208.72; **Treasurer**, \$138.53; **Commissioners**, \$317.25; **Extension Agent**, \$613.22; **Data Processing**, \$9,327.42; **General**, payroll \$4,298.30, accounts payable \$38,152.06, total \$42,450.36; **Planning & Zoning**, \$320.16; **Veterans**, \$21.00; **Subtotal General, payroll \$4,298.30, accounts payable \$49, 142.86, total \$53,441.16**; **Sheriff**, payroll \$4,094.69, accounts payable \$10,858.99, total \$14,953.68; **Sheriff-Detention**, \$3,412.57; **Adult Probation**, \$1,104.84; **Prosecutor**, \$165.30; **Public Defender**, \$2,275.00; **Juvenile Probation**, \$31,281.16; **General Justice**, payroll \$790.72, accounts payable \$79,353.13, total \$80,143.85; **Subtotal Justice, payroll \$4,885.41, accounts payable \$128,450.99, total \$133,336.40**; **District Court**, \$13,292.98; **Health District**, \$9,821.00; **Indigent**, \$1,328.23; **Revaluation**, \$70.41; **Tort**, \$1,544.00; **Totals, payroll \$9,183.71, accounts payable \$203,650.47, Grand Total, \$212,834.18.**

TRACEE McKIM—COMPUTER EQUIPMENT PURCHASES

Chief Deputy Clerk Tracee McKim was present.

McKim informed the Board of computer equipment needed at the new justice facility, namely printers, storage for videos, and computers. She said there were funds in the technology and justice budgets to cover the purchases.

Commissioner Howell questioned whether to take the expenditures from the jail bond Furniture, Fixtures, and Equipment budget (FF&E), but McKim said the claims signed that day would

nearly deplete it. She added that historically the technology budget had provided computers for the sheriff's department.

❖ A Motion was made by Commissioner Howell to authorize Tracee McKim to purchase computer equipment as presented, not to exceed \$14,000. It was seconded, followed by discussion, and carried with unanimous ayes.

McKim returned later to say that she needed to purchase eleven, rather than ten, computers.

❖ A Motion was made by Commissioner Howell to increase the computer equipment purchase not to exceed \$15,000. It was seconded and carried with unanimous ayes.

➤ The Board requested that McKim investigate the price of a time clock.

GEORGE OPPEDYK—JAIL MAINTENANCE REQUESTS

Deputy Sheriff George Oppedyk, Chief Deputy Clerk Tracee McKim, and Maintenance Supervisor Brent Culbertson were present.

Deputy Oppedyk requested that the part-time custodial position budgeted for the new justice facility be expanded to full-time status. He said that the sheriff's department could provide two inmates eligible for work release to help the new employee.

➤ Commissioner Roemer said she would like to discuss the request with the maintenance supervisor when he addressed the Board that afternoon.

Time Clock: Commissioner Howell asked the deputy about putting a time clock at the new justice facility, and he said the sheriff was interested in establishing one.

➤ The matter was put on the August 1 agenda for discussion with the sheriff and the County technology specialist.

KYLE FISHER—PROBATION REPORT

Probation Administrator Kyle Fisher was present.

Probation Report: Fisher requested that the juvenile probation offices in the Courthouse expand into former quarters occupied by sheriff detectives. He said some painting of the offices would be necessary and that he would need a conference table and chairs, which could be covered from the probation budget.

❖ A Motion was made by Commissioner Roemer to approve Kyle Fisher's request for a table and chairs according to the company policy for a request of an expenditure over \$500. It was seconded and carried with unanimous ayes.

Commissioner Roemer asked Fisher to explain expenditures for juvenile visitation. He stated juveniles are incarcerated in St. Anthony, Mt. Home, and Nampa and that probation officers need to visit them before they are released on probation.

Guidelines for Security: Fisher said he had located an expert who could teach de-escalation skills to employees and recommended that the County employ his services. He said he could bring two four-hour trainings to Jerome for a reasonable rate.

➤ The Board determined to discuss the holding of classes with the department heads later that afternoon.

Staff Training: Fisher reported five probation officers were attending a Northwestern Alcohol Conference in Boise. Upcoming trainings regarded sex offenders, firearms, restorative conferencing, and domestic violence.

Statistics: Fisher reported misdemeanor probation statistics from June: 230 adults on supervised probation; 6 on court compliance (pre-trial); 13 new probationers; 24 probation violations; and 6 cases closed. He said his department had collected \$7,115 in probation fees that month.

Juveniles on probation numbered 87, including 9 new cases. Fisher said juveniles were not performing as much community service as in the past because community members were not willing to accept the liability of supervising them.

BOB SMITH—VETERANS REPORT

Veterans Service Officer Bob Smith was present.

Report: Smith expanded on his monthly written report detailing services to 12 veterans (including two outreaches to Eden and four new enrollees) and two surviving spouses. He had also made two presentations at Appreciation Days regarding veteran benefits.

Office Request: Smith asked to relocate his office to a room on the main floor of the Courthouse, which he said would be more convenient for veterans and more comfortable.

➤ Commissioner Roemer advised Smith to have the maintenance supervisor show him available office space.

Smith invited the Commissioners to a Veterans Court graduation on July 26 at the Twin Falls courthouse.

TERRY RUBY—WEED DISTRICT REPORT

Tri-County Noxious Weed Supervisor Terry Ruby was present.

Ruby reported from the most recent Tri-County Noxious Weed Control board meeting. He said the two new seasonal workers were working out well and that the board had directed him to locate a new four-wheeler, which had been included in the board's budget. The weed board had discussed the problem of excessive noxious weeds on some organic farms. He had referred one of the farms to the Idaho Department of Agriculture.

➤ Commissioner Roemer asked Ruby to bring the matter of noxious weeds on organic farms for discussion at the weed association's annual meeting at Riggins in the fall and to the

Idaho Association of Counties conference. She also asked him to e-mail the Commissioners the budget that had been approved at the weed board meeting.

- Commissioner Morley asked Ruby to check on weeds at the new jail site.

Meeting recessed at 12:02 P.M.

Meeting reconvened at 1:15 P.M. with Commissioners Roemer and Morley present.

BUDGET REQUEST—EDEN/HAZELTON AMERICAN LEGION

Clerk/Auditor/Recorder Michelle Emerson was present. Also present was Gene Brown, commander of the Eden/Hazelton American Legion.

Brown reported on the Eden/Hazelton American Legion post, for which the County had budgeted a \$1,000 donation from the FY 2015-16 Budget. He said the post was becoming more active; it had sent four high school students to Girls and Boys State and had made improvements on its meeting place.

Brown said the veterans' organization had also held some fundraisers to benefit local veterans.

- The Board advised Brown that it had budgeted \$1,500 from the FY 2016-17 Budget for the Legion.

BRENT CULBERTSON—MAINTENANCE REPORT

Maintenance Supervisor Brent Culbertson was present.

Maintenance Report: Culbertson told the Commissioners he was repairing another heating and cooling unit.

Ambulance Building Sprinkler System and Sealcoating: Culbertson said the blacktop at the ambulance building needed more than sealcoating. He said he had asked for a bid for a slurry seal to be done in conjunction with the application at the Jerome Airport and that he would also obtain a bid for a sprinkler system at the ambulance building.

1:36 P.M. – Commissioner Howell was present.

Jail Maintenance, Continued from A.M.: The Board discussed with Culbertson the maintenance duties at the new criminal justice facility. He said he could use a full-time worker in each of the County's three administration buildings.

- It was determined that Culbertson would write a job description for a full-time maintenance/housekeeping position at \$11 an hour.

Annex Bids: Culbertson presented the bids he recommended from the ones that had been opened on July 18 to remodel the Judicial Annex Building as follows: Hayes Construction, \$361,950; Electrical Contractors of Idaho, \$56,400; Ron Smith Plumbing, \$13,070; Delta Fire Systems, \$14,968; Element Heating and Cooling, \$63,470; Clima-Tech, \$12,310; Lewis Roofing,

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\$58,775; and Gale Contractor Services, \$30,873. The total was \$611,816 plus 15 percent contingency, for a project total of \$703,588.

❖ A Motion was made by Commissioner Howell to approve and award the contracts as listed for the Jerome County Judicial Annex Building remodel and to authorize Brent Culbertson to proceed as job supervisor. It was seconded and carried with unanimous ayes.

❖ A Motion was made by Commissioner Morley to authorize the chairman to sign the bids for the Judicial Annex remodel. It was seconded and carried with unanimous ayes.

STAN TATE—COUNTY AMBULANCE

Stan Tate and his grandfather were present.

Commissioner Howell explained that a government agency had requested the donation of the County's excess ambulance and asked Tate if he still wanted to purchase the ambulance as he had expressed at an unsuccessful auction held for it.

Tate indicated he was still willing to pay \$300 for the ambulance so his grandfather could convert it for his personal use.

➤ Commissioner Howell told Tate he could inspect the ambulance by contacting the sheriff's office and that the County would have the title available for him on August 3. He was advised that he would need to pay in cash or with a cashier's check.

MICHELLE EMERSON—AMBULANCE FUND RESOLUTION

Clerk/Auditor/Recorder Michelle Emerson was present.

Emerson presented a resolution to transfer ambulance funds to the Justice Fund as determined by the Board on July 19. She explained that there was more money in the ambulance fund than reported, so the transfer could be greater than determined the previous week.

❖ A Motion was made by Commissioner Roemer to adopt Resolution 2016-24 to transfer excess cash from the Ambulance Fund to the Justice Fund. It was seconded and carried with unanimous ayes.

RESOLUTION NO. 2016-24 FY 2015-2016 TRANSFER EXCESS CASH AMBULANCE TO JUSTICE FUND

WHEREAS, the Board of County Commissioners of Jerome County, Idaho, (Board) is empowered to manage the finances of Jerome County, Idaho; and,

WHEREAS, the Jerome County Commissioners have established an Ambulance Fund and a Justice Fund; and,

WHEREAS, monies have been collected in the Ambulance Fund to be used to maintain public safety; and,

WHEREAS, the Ambulance Fund now has an excess of \$450,000 that could be used to maintain public safety; and

WHEREAS, Jerome County has a Justice Fund that is used to maintain public safety; and,

WHEREAS, these excess funds in the Ambulance Fund could be used to maintain public safety in the established Justice Fund; and,

WHEREAS, tax revenue will not be affected if the excess funds from the Ambulance Fund are transferred to the Justice Fund; and,

THEREFORE, BE IT RESOLVED that the excess funds from the Ambulance Fund be transferred to the Justice Fund to be used to maintain public safety.

Transfer \$450,000 from Ambulance Fund (29-00-397-00—Authorized Fund Transfer) to the Justice Fund (08-00-397-00—Authorized Fund Transfer).

DATED This 25th day of July 2016.

ATTEST:

/s/ Charles M. Howell
CHARLES M. HOWELL, Chair

/s/ Michelle Emerson
Michelle Emerson, Clerk

/s/ Catherine M. Roemer
CATHERINE M. ROEMER, Commissioner

(S E A L)

/s/ Roger M. Morley
ROGER M. MORLEY, Commissioner

WALT APPELL—CEMETERY DISTRICT

Attorney Mike Seib was present. Also present were Walt Appell, chairman of the Jerome Cemetery Maintenance Board, and Kelle Traughber, cemetery board secretary.

Appell requested an office in the Courthouse for the newly formed cemetery district. He said it would prevent the secretary from working from her home and also provide safe storage for cemetery records.

Discussion was held on when the cemetery district would need access to the office.

➤ It was determined Commissioner Roemer would meet with Appell and Traughber during the week to assess available offices and that the Board would discuss the request again on August 1.

Appell reported that Rob Williams would serve as the cemetery district's attorney. He said it would take some time to fine-tune the district.

BUDGET REQUEST—NORTH SIDE MILITARY MUSEUM

Chief Deputy Clerk Tracee McKim and Attorney Mike Seib were present. Also present were Eric Bolich, chairman of the Northside Military Museum; Amanda Bolich, Louie Bay, and Lloyd Young, all representing the military museum.

Bolich read a letter he had written to the Commissioners regarding the founding of the Northside Military Museum in January of 2015 and its non-profit status. He asked that the County provide

\$3,000 in its FY 2016-17 Budget and on an annual basis to help with operating costs for the museum.

Bolich informed the Board when the museum would open in November that it would be the only one between Boise and Idaho Falls dedicated to preserve the memories of local heroes. He added that volunteers had brought a building leased from the City of Jerome for \$1 a year up to ADA (Americans with Disabilities Act) standards.

Amanda Bolich said the museum would be holding fundraisers and applying for grants but that grants could not be used for operating costs.

- The Board later determined to consider the request for funding on August 1.

MIKE SEIB—LEGAL COUNSEL

Attorney Mike Seib was present.

Urban Renewal Discussion: Seib believed an election to determine whether to open another Urban Renewal district would be necessary if the Board found an additional area was eligible.

- He said he would read the statute again and advise the Board the next week.

Seib told the Commissioners they did not need an eligibility study in order to determine whether an area was blighted and qualified for an urban renewal district. He said if they wanted such a study that the County, rather than the current urban renewal district, should pay for it.

Commissioner Howell said he had received an e-mail from a County urban renewal board member that the Urban Renewal Agency had paid for the first phase of an eligibility study.

Seib counseled the Commissioners to keep the creation of an urban renewal district separate from the management of a UR district. He said the Commissioners create an urban renewal district, while an urban renewal board manages such a district.

Park Authority: The Commissioners discussed George Panagiotou's request for a letter granting him the authority to represent the County regarding the Snake River Canyons Park and determined not to write such a letter.

The Board also determined to discuss amending the Park Master Plan on August 1 in accordance with an e-mail received from Kasey Prestwich with the Bureau of Land Management (BLM).

- Commissioner Howell said the Board needed to consult the BLM about the location of a proposed parking lot in the Park.

Legal Counsel: (1) Seib said the prosecutor's office needed the use of a vehicle to transport paperwork to and from the sheriff's office; he hoped to cooperate with the vehicles used by the probation and clerk's offices. The matter was continued until July 26 when the department heads were to meet with the Commissioners regarding the FY 2016-17 Budget.

(2) Seib invited the Commissioners to a birthday/retirement recognition for Prosecutor John Horgan on July 29.

(3) The Board approved the purchase of a plaque recognizing Horgan's service to the County.

APPROVE CLAIMS

❖ A Motion was made by Commissioner Howell to approve the claims as presented. It was seconded, followed by discussion in which Commissioner Roemer said she would follow up with Deputy Sheriff George Oppedyk about payment for aviation fuel. The motion carried with unanimous ayes.

The Board signed a Claims Approval Report dated July 22, 2016, for the Justice Fund, with a grand total of \$28,771.20.

The Board signed a Claims Approval Report dated July 22, 2016, for the Indigent Fund, with a grand total of \$1,328.23.

The Board signed a Claims Approval Report dated July 22, 2016, for the Court Trust-ISTARS, Court Bond Trust, and Restitution-Courts Funds, with a grand total of \$5,956.74.

The Board signed a Claims Approval Report dated July 22, 2016, with a grand total of \$154,269.17 for the following funds: General, District Court II, Justice, Health District, and Revaluation.

READ AND APPROVE MINUTES

❖ A Motion was made by Commissioner Morley to approve the minutes of July 19 as written. It was seconded and carried with unanimous ayes.

INDIGENT MATTERS

❖ A Motion was made by Commissioner Howell to approve the indigent matters as presented. It was seconded and carried with unanimous ayes. Approved was Case No. 1516-067. Denied was Case No. 1516-115; dismissed were Case Nos. 1516-078 and 1516-097.

Meeting adjourned at 4:45 P.M.

Respectively submitted:

Charles M. Howell, Chairman

Jane White, Deputy Clerk

Catherine M. Roemer, Commissioner

Roger M. Morley, Commissioner

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