

JEROME COUNTY COMMISSIONERS

Tuesday, June 21, 2016

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

Meeting convened at 9:06 A.M.

BUSINESS AND/OR ADMINISTRATIVE MATTERS

Rick Haberman—Tax Matter: Assessor Rick Haberman and Treasurer Tevian Ekren-Kober were present.

Ekren-Kober explained that a computer glitch had caused a developer’s exemption to be lost on some lots for ABC Agra, resulting in a tax bill that was more than it should have been.

The Board considered its options—either to cancel the taxes (which would result in shorting tax levy districts) or to make up the funds.

❖ A Motion was made by Commissioner Howell to take \$9,364.27 out of contingency to cover a computer error from the State. It was seconded and carried with unanimous ayes.

BUDGET REQUEST—PLANNING AND ZONING

Planning and Zoning Administrator Art Brown, Assistant Administrator Nancy Marshall, Clerk/Auditor/Recorder Michelle Emerson, and Chief Deputy Clerk Tracee McKim were present.

Brown requested three percent wage increases for the Planning and Zoning Office staff members, excepting two for reasons that he gave. He requested more for Planning and Zoning Commission expenses, but a reduction in office supplies. Brown asked that the funds for digital imaging that he had not used in the current budget be put in the FY 2016-17 Budget. He did not request a new vehicle or more repair funds, although he said one of his office’s vehicles had 292,000 miles on it.

Commissioner Howell questioned Brown about his office space. He said he would like to move the code enforcer office to the current Office of Emergency Management when it moves to the new jail administration facility and purchase a new desk. Discussion was held about the future use of the Courthouse courtroom and library, and Commissioner Howell suggested remodeling the courtroom.

BUDGET REQUEST—GENERAL AND COMMISSIONERS

Clerk/Auditor/Recorder Michelle Emerson and Chief Deputy Clerk Tracee McKim were present.

Commissioners: The only proposed budget increases were for salaries, of which Commissioner Howell favored three percent maximum raises.

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Commissioner Roemer advocated hiring BDPA (that had addressed the Board on April 11 and 18) to complete a survey that could be used for a two-year program to equalize employee salaries. She suggested budgeting for the BDPA by using part of the open position funds requested by the assessor's office. Commissioner Roemer also favored incorporating human resource and insurance duties as part of the payroll clerk's job description

Emerson presented the payroll clerk's present job description as well as human resource duties she now performed. She said the payroll clerk also currently performs other functions in the clerk's office.

General: The Commissioners reviewed briefly proposals for the General Fund. Increases were proposed in wages and also in cleaning supplies and building maintenance because of establishing a new jail and sheriff administration building. Funds for dues and memberships were increased, while the amount donated to the Jerome American Legion was reduced from the amount budgeted in the current budget year because of special projects.

McKim proposed to maintain \$50,000 to contract for digital imaging of Planning and Zoning records in the 2016-17 budget year. The building fund was also increased from \$200,000 to \$300,000 to allow for remodeling of the Judicial Annex Building. A part-time budget line in the clerk's office was maintained, although it was reduced from \$20,000 to \$10,000.

It was not necessary to budget for the Viet Nam Memorial Wall or the Tri-County Community Guardian program.

The building line for the extension office was increased from \$10,000 to \$20,000 for a new combined office with the Fair.

BUDGET REQUEST—AIRPORT

Airports Manager Garth Baker and Chief Deputy Clerk Tracee McKim were present.

Baker requested eight percent salary increases for both him and the maintenance employee. He recommended other budgeted items remain the same.

Baker reported that the Federal Aviation Administration required airports to lease hangar space for at least \$1 a month.

BUDGET REQUEST—OFFICE OF EMERGENCY MANAGEMENT

Emergency Management Coordinator Clint Blackwood and Chief Deputy Clerk Tracee McKim were present.

Blackwood requested three percent salary increases for him and his assistant but no changes in his "B" Budget. He believed the current budgeted amounts would be sufficient for his office's new location in the sheriff administration building.

Meeting recessed at 11:42 A.M.

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Meeting reconvened at 1:35 P.M.

BUDGET REQUEST—VETERANS

Veterans Service Officer Bob Smith and Chief Deputy Clerk Tracee McKim were present.

Smith requested no increase in either his salary or other currently budgeted amounts.

BUDGET REQUEST—EXTENSION OFFICE

Chief Deputy Clerk Tracee McKim was present. Also present was University of Idaho Extension Educator Steve Hines.

Hines requested three percent salary increases for both the extension office secretary and the 4-H program assistant, saying he had written employee evaluations to support the raises. He also asked for increases in travel, utilities, and vehicle repairs.

BUDGET REQUEST—DISTRICT COURT

Chief Deputy Clerk Tracee McKim was present. Also present were Judge Bevan, Judge Butler, Shelli Tubbs, and Ryan Lay.

Judge Butler requested budgeting for a new pass-through court coordinator, an eight percent increase in the trial court administrative assistant's salary, and a three percent increase in the law clerk's wages.

A new \$5,000 line had been added to the District Court II Budget for Odyssey training. Budgeting for a new courtroom and repositioning of the misdemeanor probation offices was continued at \$450,000. Other budgeted items, including \$30,000 for digital imaging, remained the same.

APPROVE ATTENDANCE RECORDS

The Board approved attendance records for Garth Baker, Clint Blackwood, Art Brown, Brent Culbertson, Kyle Fisher, and Robert Smith.

Ryan Lay was present. He told the Board he was beginning a private consulting service and believed he could help the County develop the Snake River Canyons Park.

➤ It was determined Lay would send a proposal to the Commissioners by the end of the week.

Meeting adjourned at 3:25 P.M.

Respectively submitted:

Jane White, Deputy Clerk

Charles M. Howell, Chairman

Catherine M. Roemer, Commissioner

Roger M. Morley, Commissioner