

## **JEROME COUNTY COMMISSIONERS**

Monday, June 27, 2016

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

Meeting convened at 9:03 A.M.

### **COMMISSIONER COMMITTEE REPORTS**

Commissioner Roemer reported from her membership on the Citizens Advisory Board for the Idaho National Laboratory near Arco. She said she would bring concerns about contamination from the transportation of radiological material to the Local Emergency Planning Committee (LEPC) at its next meeting in Jerome.

Commissioner Howell reported the generator necessary to open the new jail and sheriff's administrative offices was on site. He was not sure when the phone system for the new facility would be functional.

### **JULY 5 MEETING**

The Board determined not to meet on Tuesday, July 5.

### **BOARD OF EQUALIZATION MEETINGS**

The Commissioners were aware that they might need to meet as a Board of Equalization the week of July 4, depending on how many appeals for the Board were received by 5 P.M. that day.

### **LIQUOR LICENSES**

The Commissioners were apprised that not all liquor licenses had come to them for signature and that the deadline for such was July 1.

### **SIGN JAIL CLAIM**

❖ A Motion was made by Commissioner Morley to pay Computer Arts \$901.44 for a Dell LPE12002 Server for the Detention Center. It was seconded and carried with unanimous ayes.

### **DISCUSS PROPOSAL FROM RYAN LAY**

Clerk/Auditor/Recorder Michelle Emerson and Deputy Clerk Lorrann Morrell were present. Also present was Ryan Lay.

Lay submitted a written proposal for County employment.

Morrell, as payroll clerk, answered questions on County benefits and federal requirements for part-time employees.

Commissioner Roemer stated her goal for the upcoming budget year was to increase salaries for current employees.

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Lay said employing him would be an investment for now that would bring greater revenue to the County in the future.

➤ The matter was tabled for further discussion during the Commissioners' FY 2016-17 Budget workshops.

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

The Board signed Retail Alcoholic Beverage Licenses to: Suzette M. Harper dba The Snug Bar & Grill, Eden; Rosalinda Paiz dba El Sombrero, Jerome; Jose Perez dba Garibaldi's Mexican Restaurant, Jerome; Nina Hollifield dba Mountain View Barn, Jerome; Nichole Licano dba Tiger Stop, Jerome; Walmart Stores, Inc., dba Walmart Supercenter #2831, Jerome; Robert Leedom dba Snake River Elks #2801, Inc., Jerome; Eladio Duarte dba La Oficina, Jerome; and Candice Cooley dba Landmark Beef, LLC, Hazelton.

The Board signed an Employee Wage Change form for Samuel Daytosh as a newly hired part-time maintenance employee at the Fairgrounds.

The Board signed a form to approve comp time taken by Brent Culbertson.

The Board signed a Payroll Claims Approval by Fund dated June 24, 2016, for the June payroll, with a grand total of \$282,719.03.

The Board signed a Direct Deposit Detail dated June 24, 2016, for the June payroll, with a grand total of \$188,936.24.

Clerk/Auditor/Recorder Michelle Emerson was present. Emerson requested that the Commissioners amend their agenda for her to address a grant received for the elections department.

❖ A Motion was made by Commissioner Howell to include "Grant Funding Deadline" under Michelle Emerson's time at 2 P.M. It was seconded and carried with unanimous ayes.

### **CLAIMS**

Commissioner Howell signed claims for the June 17, 2016, to June 28, 2016, claim cycle as follows: **Clerk**, \$484.19; **Assessor**, \$25.00; **Treasurer**, \$264.31; **Commissioners**, \$435.07; **Civil Defense**, \$47.88; **Data Processing**, \$1,350.69; **Elections**, \$248.81; **General**, \$564,029.43; **Planning and Zoning**, \$1,967.32; **Subtotal General, \$568,852.70**; **Sheriff**, payroll \$2,144.07, accounts payable \$1,881.65, total \$4,025.72; **Sheriff-Detention**, payroll \$80.50, accounts payable \$322.87, total \$403.37; **Adult Probation**, \$577.85; **Public Defenders**, \$4,223.50; **Juvenile Probation**, \$1,956.44; **General Justice**, payroll \$429.59, accounts payable \$703.56, total \$1,133.15; **Subtotal Justice, payroll \$2,654.16, accounts payable \$9,665.87, total \$12,320.03**; **District Court**, \$3,811.09; **Capital Fair**, \$400.00; **Indigent**, \$2,416.12; **Revaluation**, \$185.47; **Bond Redemption**, \$450.00; **Totals, payroll \$2,654.16, accounts payable \$585,781.25, Grand Total \$588,435.41.**

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### **KYLE FISHER—PROBATION REPORT**

Probation Administrator Kyle Fisher was present.

Fisher reported he and a misdemeanor probation officer were planning to attend a pre-trial service conference.

Fisher followed up on his May 31 discussion with the Board on Courthouse security after the sheriff department moves to its new offices. He stated he would help with emergencies in the Courthouse if he were available but that he did not want to be expected to be the party responsible to respond to them. He added that he had asked for a proposal from a company to teach employees de-escalation tactics.

❖ A Motion was made by Commissioner Roemer to approve the purchase of a firearm for Kyle Fisher, not to exceed \$375. It was seconded, followed by discussion, and carried with unanimous ayes.

Fisher said his office had been carrying over lottery funds and would have enough money in the budget to purchase a vehicle for juvenile probation officers.

❖ A Motion was made by Commissioner Howell to approve \$35,000 to be taken from two separate line items to purchase a vehicle for the probation office. It was seconded and carried with unanimous ayes.

Fisher said the widespread use of prescription medications, as well as illegal drugs, had caused the probation department to be busier with a smaller caseload.

➤ Commissioner Roemer requested that Fisher provide probation statistics with his next monthly report.

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

Maintenance Supervisor Brent Culbertson was present.

Culbertson reported stripping and waxing bathroom floors at the Judicial Annex Building and repairing four air-conditioning units.

➤ Commissioner Morley suggested replacing one of the older units each year.

### **BOB SMITH—VETERANS REPORT**

Veterans Service Officer Bob Smith was present.

Smith expounded on his monthly written report. He had served 12 veterans, including four new enrollees and three outreaches to the Eden/Hazelton area.

### **HERB ALLEN—REQUEST FOR EXTENSION OF PRELIMINARY PLAT FOR CANYON CREST PLANNED UNIT DEVELOPMENT**

Planning and Zoning Assistant Administrator Nancy Marshall and Treasurer Tevian Ekren-Kober were present. Also present were Herb Allen and Gary Slette, his attorney.

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Marshall told the history of Allen's Planned Unit Development (PUD). She said she had consulted the County's legal counsel and suggested that the extension of the preliminary plat be denied and reapplied for as a cluster subdivision.

Slette stated that case law had upheld that permits were to be administered in accordance with the Ordinance at the time of application, and not the current Ordinance. He stated that he believed it would be appropriate to extend the preliminary plat approval in order to preserve the current density of one residential unit per acre.

Commissioner Roemer said she wanted to consult legal counsel because of the Zoning Ordinance change removing PUDs.

❖ A Motion was made by Commissioner Howell to extend the preliminary plat for Canyon Crest Subdivision PUD for a period of three years, until June 3, 2019. It was seconded, followed by discussion in which Commissioner Roemer said she had requested to consult legal counsel. The motion carried with unanimous ayes.

#### **TEVIAN EKREN-KOBER—TAX CANCELLATION**

Treasurer Tevian Ekren-Kober was present.

Ekren-Kober explained that the assessor's office had not corrected the values on two properties, which had resulted in not enough taxes collected for one of the properties. She believed the homeowner should not have to pay the taxes owed because she had paid what she had been billed.

❖ A Motion was made by Commissioner Morley to cancel the remaining taxes of \$145.66 for Parcel No. RPJ1370032011B in the name of Enrique Gonzalez-Luis, due to an error in assessment of the house located at 522 Fourth Avenue West, Jerome. It was seconded and carried with unanimous ayes.

#### **RICK HABERMAN—ELECTRONIC TRANSACTIONS CONTRACT**

Assessor Rick Haberman was present.

Haberman presented a second amendment to an agreement for electronic transactions in the assessor's office. Customers renewing their vehicle registrations online would be charged three percent plus \$2 rather than \$1.

❖ A Motion was made by Commissioner Howell to approve an electronic transactions contract with Access Idaho. It was seconded and carried with unanimous ayes.

Meeting recessed at 11:40 A.M.

Meeting reconvened at 1:16 P.M.

#### **THOMAS AND DEBRA EMERY—CASUALTY LOSS APPLICATION**

Assessor Rick Haberman was present. Also present was Thomas Emery.

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Thomas Emery presented a Casualty Loss Application and a bill for restoration, requesting tax relief during the period when he could not live in his house because of fire damage. He said the house fire occurred on April 19, 2016, and that residency could not be resumed until June 24, 2016.

❖ A Motion was made by Commissioner Morley to authorize a two-month period of tax relief due to fire destruction of the residence of Thomas and Debra Emery. It was seconded and carried with unanimous ayes.

Deputy Sheriff George Oppedyk was present.

➤ It was determined to hold a jail open house for the public on Friday, July 8, from 2-8 P.M.

### **BUDGET REQUEST—CLERK, ELECTIONS, AND INDIGENT**

Clerk/Auditor/Recorder Michelle Emerson and Deputy Clerk Cy Lootens were present.

**Grant Funding Deadline:** Emerson told the Commissioners that she could obtain a grant to replace auto mark boxes with tablets for impaired voters and presented a quote from Elections Systems & Software (ES&S) for ten tablets at \$4,000 apiece.

Lootens showed a picture of one of the tablets, which are needed at each polling place in order to meet Americans with Disabilities Act (ADA) requirements. He said the auto marks weigh about 60 pounds, whereas the tablets and stands, only 10 pounds.

❖ A Motion was made by Commissioner Morley to authorize the chairman to sign the ES&S agreements. It was seconded and carried with unanimous ayes.

❖ A Motion was made by Commissioner Morley to accept the HAVA voting system grant program, Federal ID No. 82-6000303, in the amount of \$40,037.50. It was seconded and carried with unanimous ayes.

**Clerk:** Emerson provided a sheet requesting wage increases for her deputy clerks ranging from five to 26.4 percent so that they would be earning the average wage of employees in their positions in surrounding counties. She had reduced the amount requested for part-time wages from the amount in the current budget. Travel and office supplies requested amounts remained the same as in the current budget.

Commissioner Roemer said she would like to increase wages minimally and budget for the BDPA company to recommend salaries that could be incorporated into the 2017-18 Budget based on job descriptions.

**Elections:** Emerson requested to maintain the election budget item for part-time wages. She also wanted to continue the amount currently budgeted for other personnel in the election consolidation budget, saying some wages could be necessary for courtside deputy assistance.

**Indigent:** Emerson requested to maintain the part-time Social Services wages in the current budget because she said there might be more jail medical expenses with the opening of the larger facility.

**GEORGE PANAGIOTOU—SNAKE RIVER CANYONS PARK BUDGET REQUEST AND AUTHORITY**

Attorney Mike Seib was present. Also present was George Panagiotou, president of the Snake River Canyons Park Board.

**Budget Request:** Panagiotou presented a written budget request of \$104,000 for developing the Snake River Canyons Park. He also gave the Board a colored poster of a vision of the Park that had been drawn by artist Gary Stone.

The Board was to deliberate his budget request during its budget workshops in July.

Panagiotou was excused.

**Authority for George Panagiotou:** The Commissioners did not come to a conclusion about Panagiotou's request on June 20 for a letter of authorization so entities would recognize him as working on behalf of the Commissioners.

**TODD WHITE—TAX PENALTIES AND INTEREST**

Clerk/Auditor/Recorder Michelle Emerson, Planning and Zoning Assistant Administrator Nancy Marshall, Treasurer Tevian Ekren-Kober, and Attorney Mike Seib were present. Also present was Jennifer White.

White addressed the Board on behalf of interest and late charges paid for property in the name of Todd White. She said it had been frustrating to be assessed the charges when the payment of her taxes had been only nine hours late.

**PETE ANDERSEN—CIVIL AIR PATROL, HANGAR SPACE #11**

Airports Manager Garth Baker and Attorney Mike Seib were present. Also present were Pete Andersen and Gayland Edwards, representing the Civil Air Patrol.

Anderson addressed the Board as a follow-up to Baker's report to the Commissioners on June 20 that Chuck Schabacker was willing to donate a hangar to the Civil Air Patrol (CAP). He informed the Board of the missions of the CAP and said the Twin Falls squadron needed a hangar for its airplane.

Anderson said the squadron could pay only a minimal amount to rent the hangar space, but he enumerated advantages of having a Civil Air Patrol plane at the Jerome Airport.

Baker reported that the Federal Aviation Administration required that airports rent hangar space but that the fee did not have to be at market value.

Discussion was held of whether the hangar should be donated to the CAP or to the County.

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➤ It was determined it would be best for Schabacker to donate the hangar to the CAP and that the County would pursue drafting a lease with the Patrol for \$1 a month.

Edwards added that about one-third of the squadron's cadets were from the north side of the Snake River Canyon and that the CAP was a non-profit organization.

### **MIKE SEIB—LEGAL COUNSEL**

Attorney Mike Seib and Clerk/Auditor/Recorder Michelle Emerson were present. Also present was John Moore.

**Sign Courts Memorandum of Understanding:** Seib reported the Supreme Court had not yet completed its review of the County's agreement for problem-solving court coordinators.

**Sign Annex Contracts:** Maintenance Supervisor Brent Culbertson was present. Seib advised the contracts presented by Culbertson were actually proposals because it was necessary to seek bids through a legal advertisement offering potential contractors access to construction plans before bidding.

➤ It was later advertised that bids would be opened on Monday, July 18, at 3 P.M.

**Policy Discussion for a Disaster:** Maintenance Supervisor Clint Blackwood was present. The Board followed up on a report to the Commissioners given by Blackwood on June 20 that questioned County policies regarding possible excessive overtime earned by employees responding to an emergency.

➤ Blackwood said he would consult the area field officer of the Idaho Office of Emergency Management about how the County could be eligible for salary reimbursement from the federal government.

Seib was excused.

Commissioner Roemer favored completing landscaping at the new jail facility as well as fencing the impound yard. The majority of the Board agreed not to pursue the matters at the present time.

➤ The Board determined that ribbon cutting for the Criminal Justice Center would be at the beginning of the public open house from 2 P.M.-8 P.M. on July 8.

### **APPROVE CLAIMS**

❖ A Motion was made by Commissioner Morley to approve the claims as presented. It was seconded, followed by discussion; the Board agreed that pre-approval with the Board for vehicle repairs would not be necessary. The motion carried with unanimous ayes.

The Board signed a Claims Approval Report dated June 24, 2016, for the Indigent Fund, with a grand total of \$1,516.12.

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The Board signed a Claims Approval Report dated June 24, 2016, for the Court Trust-ISTARS, Court Bond Trust, and Restitution-Courts Funds, with a grand total of \$5,154.50.

The Board signed a Claims Approval Report dated June 16, 2016, for the District Court II Fund, with a grand total of \$675.

The Board signed a Claims Approval Report dated June 24, 2016, with a grand total of \$31,255.15, for the following funds: General, District Court II, Justice, Fair Capital Outlay, Indigent, Revaluation, Auditor's Trust, and Drug Trust.

**READ AND APPROVE MINUTES**

❖ A Motion was made by Commissioner Morley to approve the minutes of June 20 as presented. It was seconded and carried with unanimous ayes.

**INDIGENT MATTERS**

❖ A Motion was made by Commissioner Howell to follow staff recommendations regarding indigent matters. It was seconded and carried with unanimous ayes. Denied were Case Nos. 1516-102 and 1516-101 (amended); dismissed were Case Nos. 1516-061; 1516-064; and 1516-034.

Meeting adjourned at 5:01 P.M.

Respectively submitted:

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Charles M. Howell, Chairman

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Jane White, Deputy Clerk

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Catherine M. Roemer, Commissioner

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Roger M. Morley, Commissioner