

## **JEROME COUNTY COMMISSIONERS**

Tuesday, October 11, 2016

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

Meeting convened at 9 A.M.

Commissioner Roemer was not present because she had a prior commitment.

### **POST JOB OPENING**

The Commissioners approved a job description for the veterans' service officer and determined to post the job opening in house, with the Department of Labor, and with [bettertwinfallsjobs.com](http://bettertwinfallsjobs.com).

### **SIGN JAIL CLAIMS**

The Board was in receipt of three claims for the new jail, to wit, Butte Fence, \$23,461.72 for fencing the Detention Center; Butte Fence, \$3,973.00 for added footage to the fence; and to Rocky Mountain Cummings, \$471.89 to diagnose and repair a generator.

❖ A Motion was made by Commissioner Morley to accept the claims for Butte Fence and Rocky Mountain Cummins as presented. It was seconded and carried with unanimous ayes.

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

❖ A Motion was made by Commissioner Morley to close if applicable the Courthouse, the Judicial Annex, and the Sheriff's Office at 4 P.M. on December 23, 2016. It was seconded and carried with unanimous ayes.

The Board signed a Claims Approval Report dated October 5, 2016, for the Insurance Deductible Trust Fund, with a grand total of \$4,672.87.

The Board signed Employee Wage Change forms to increase the salaries of the following employees: Extension Office Employees Shawna Orgill and Tina Miller; Airport Employees Will Jackson and Garth Baker; Commissioners Roger Morley, Charles Howell, and Catherine Roemer; and Coroner Gerald Brant.

The Board increased the salaries of Sheriff Office Employees Chris McRoberts, Chad Kingsland, Kirk Thorpe, Tasha Goodwin, Rick Bohling, Craig Crouse, Michael Guest, Hope Haycock, Rick Maltos, Chase Nicholson, Miguel Noriega, George Oppedyk, Tom Reid, Richard Scruggs, Matthew Spencer, Gary Taylor, Matthew West, Jason Wethern, J. D. Wood, Dean DeKruyf, Eric Jackson, Cory Kehrer, Jose Lopez, Marisela Ibarra, Kakaylee Booth, Tyson Demaray, Micaela Glauner, Jon Lenker, Sean Lynd, Justin Neumeyer, Michael Norris, James Ridgeway, Bradley Sawyer, Roger Sedlmayr, and Devan Van Holland.

Tuesday, October 11, 2016

Page 1 of 10

The Board signed wage increases for employees in the assessor's office, to wit, Rick Haberman, Stacy Elmore, Tanzy McCool, Susan Pohanka, Janie Myers, Lucinda Noble, Javier Paredez, Tracy Perkins, and Ron Stohler.

The Board signed Employee Wage Change forms for the treasurer's office for employees Tevian Ekren-Kober, Karla Bankhead, and Christina Lagle.

The Board signed wage increases for the following employees in the prosecutor's office: John Horgan, Mike Seib, Sandra Scott, Eileen McDevitt, Juana Arteaga, Kelle Lloyd, Audrey Sims, Melanie Spencer, and Tammy Walker.

The Board increased the salaries of employees working in the planning and zoning department: Arthur Brown, Nancy Marshall, Stephanie Aslett, Richard Kirsch, and Shawn Denham.

The Board was in receipt of a memo from Fair Manager Jamie Rupert stating that repairing a water tank had exceeded the Fair's capital improvement budget by \$731.

❖ A Motion was made by Commissioner Howell to approve the over expenditure for the Fair. It was seconded and carried with unanimous ayes.

**CLAIMS**

Commissioner Howell signed claims for the September 27, 2016, through September 30, 2016, claim cycle, from the 2015-16 Budget, as follows.

#	DEPARTMENT	PAYROLL	ACCT PAY	GRAND TOTAL
1	CLERK	\$ 38,266.33	\$ 245.32	\$ 38,511.65
2	ASSESSOR	\$ 11,683.00	\$ 129.85	\$ 11,812.85
3	TREASURER	\$ 9,733.00	\$ 1,216.41	\$ 10,949.41
5	COMMISSIONERS	\$ 7,622.00	\$ 542.50	\$ 8,164.50
6	CORONER	\$ 754.00		\$ 754.00
11	CIVIL DEFENSE	\$ 3,207.94	\$ 6,944.61	\$ 10,152.55
13	COUNTY AGENT	\$ 5,200.00		\$ 5,200.00
14	DATA PROCESSING	\$ 2,478.00	\$ 7,809.64	\$ 10,287.64
15	ELECTIONS	\$ 1,210.00	\$ 2,807.63	\$ 4,017.63
18	GENERAL	\$ 48,159.49	\$ 30,836.79	\$ 78,996.28
21	PLANNING & ZONING	\$ 17,046.00	\$ 3,133.86	\$ 20,179.86
30	VETERANS	\$ 1,031.48		\$ 1,031.48
	<b>Sub Total (General Fund)</b>	<b>\$ 146,391.24</b>	<b>\$ 53,666.61</b>	<b>\$ 200,057.85</b>
4	SHERIFF	\$ 62,147.50	\$ 9,982.75	\$ 72,130.25
5	SHERIFF-DETENTION	\$ 69,712.39	\$ 16,631.12	\$ 86,343.51
6	ADULT PROBATION	\$ 12,102.67	\$ 267.25	\$ 12,369.92
7	PROSECUTOR	\$ 30,724.00	\$ 1,252.97	\$ 31,976.97
8	PUBLIC DEFENDER		\$ 31,436.20	\$ 31,436.20
9	JUVENILE	\$ 19,940.00	\$ 12,200.08	\$ 32,140.08
18	GENERAL	\$ 68,323.74	\$ 8,086.55	\$ 76,410.29
	<b>Sub Total (Justice Fund)</b>	<b>\$ 262,950.30</b>	<b>\$ 79,856.92</b>	<b>\$ 342,807.22</b>
3	AIRPORT	\$ 6,416.42	\$ 1,183.04	\$ 7,599.46
6	DISTRICT COURT	\$ 15,461.00	87312.77	\$ 102,773.77
7	FAIR	\$ 2,439.34		\$ 2,439.34
9	CAPITAL FAIR		\$ 2,818.50	\$ 2,818.50
29	AMBULANCE			\$ -
11	HEALTH			\$ -
15	ELECTION	\$ 1,439.53		\$ 1,439.53
16	INDIGENT	\$ 6,411.41	\$ 21,268.90	\$ 27,680.31
20	REVALUATION	\$ 23,599.54	\$ 93.45	\$ 23,692.99
23	SOLID WASTE			\$ -
24	TORT		\$ 3,238.00	\$ 3,238.00
27	WEED			\$ -
38	WATERWAYS			
40	CORRECTIONAL FACILITY		\$ 5,038.43	\$ 5,038.43
41	BOND REDEMPTION			
	<b>GRAND TOTAL</b>	<b>\$ 465,108.78</b>	<b>\$ 254,476.62</b>	<b>\$ 719,585.40</b>

**CLAIMS**

Commissioner Howell signed claims for the October 1, 2016, to October 7, 2016, claim cycle as follows.

#	DEPARTMENT	PAYROLL	ACCT PAY	GRAND TOTAL
1	CLERK			\$ -
2	ASSESSOR			\$ -
3	TREASURER		\$ 185.25	\$ 185.25
5	COMMISSIONERS		\$ 495.00	\$ 495.00
6	CORONER		\$ 130.00	\$ 130.00
11	CIVIL DEFENSE		\$ 240.83	\$ 240.83
13	COUNTY AGENT			\$ -
14	DATA PROCESSING		\$ 1,989.95	\$ 1,989.95
15	ELECTIONS			\$ -
18	GENERAL	\$ 15.00	\$ 9,836.78	\$ 9,851.78
21	PLANNING & ZONING			\$ -
30	VETERANS			\$ -
	Sub Total (General Fund)	\$ 15.00	\$ 12,877.81	\$ 12,892.81
4	SHERIFF		\$ 2,128.00	\$ 2,128.00
5	SHERIFF-DETENTION			
6	ADULT PROBATION		\$ 280.00	\$ 280.00
7	PROSECUTOR		\$ 2,131.90	\$ 2,131.90
8	PUBLIC DEFENDER			\$ -
9	JUVENILE		\$ 235.00	\$ 235.00
18	GENERAL			\$ -
	Sub Total (Justice Fund)		\$ 4,774.90	\$ 4,774.90
3	AIRPORT		\$ 102.83	\$ 102.83
6	DISTRICT COURT		5223.03	\$ 5,223.03
7	FAIR			\$ -
9	CAPITAL FAIR			\$ -
29	AMBULANCE			\$ -
11	HEALTH			\$ -
15	ELECTION			\$ -
16	INDIGENT		\$ 62,500.00	\$ 62,500.00
20	REVALUATION		\$ 179.00	\$ 179.00
23	SOLID WASTE			\$ -
24	TORT		\$ 86,620.50	\$ 86,620.50
27	WEED			\$ -
38	WATERWAYS		\$ 904.00	\$ 904.00
40	CORRECTIONAL FACILITY			\$ -
41	BOND REDEMPTION			\$ -
	GRAND TOTAL	\$ 15.00	\$ 173,182.07	\$ 173,197.07

### **AL KINGSLAND—SECURITY CONTRACTS**

Maintenance Supervisor Brent Culbertson was present. Also present was Al Kingsland representing New Tech Security.

Kingsland presented five contracts for added building security that the Commissioners had requested. The agreements were to provide card access to the Courthouse and to remove wire connections and replace emergency buttons with wireless ones at four County buildings.

❖ A Motion was made by Commissioner Morley to sign the contracts with New Tech Security for the Courthouse, the Jerome Airport, the Extension Office, and the Fairgrounds. It was seconded and carried with unanimous ayes.

➤ The Commissioners determined that department heads should contact the maintenance supervisor if they desire to run tests of their emergency buttons and that they would consult the County technology specialist about the number of security cameras needed.

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

Maintenance Supervisor Brent Culbertson and Sheriff Doug McFall were present.

**Water Charges:** Sheriff McFall reported that he had discovered the City of Jerome had made a mistake by charging 10 times more than it should have for water consumption at the new sheriff's office and detention center because the water meter was programmed wrong.

**Additional Costs for Annex Remodeling:** Culbertson brought extra costs to the Board as requested on September 26 in order to preserve current misdemeanor probation offices for other uses. The total was not more than \$9,744.

❖ A Motion was made by Commissioner Howell to approve the change order for the Annex remodeling, with approval of funding from the clerk's office. It was seconded and carried with ayes.

**Courthouse Old Jail Door Lock:** Culbertson suggested securing a jail door open and framing in a new door so that the Planning and Zoning Office could store files on metal bunks, to which the Board agreed.

**Bids for Dismantling Prisoner Wall:** Sheriff McFall reported he had two leads on parties that might be interested in the materials from the former prisoner exercise yard at the Courthouse.

**Refurbishing Former Patrol Offices:** Culbertson presented a bid from Brennen's Carpeting for new flooring in the former patrol offices in the Courthouse.

❖ A Motion was made by Commissioner Morley to approve carpeting in the new veterans' services and cemetery board offices. It was seconded and carried with unanimous ayes.

### **ART BROWN—PLANNING AND ZONING OFFICE REPORT**

Planning and Zoning Administrator Art Brown and Code Enforcer Shawn Denham were present.

Tuesday, October 11, 2016

Page 5 of 10

Brown commented on his monthly written report, which included statistics from the building department, code enforcement, and finances as well as staff activities. He emphasized that the Planning and Zoning Commission was requesting a written directive from the Board of Commissioners on whether the Commissioners wanted a full rewrite or a review of the Comprehensive Plan. He said the chairman of the P&Z Commission wanted to avoid members volunteering time to update the Plan, only to have the process interrupted again.

Denham submitted a code enforcement report showing 20 new complaints, 27 closed, 30 open, and 29 pending in September. He told of a meeting about how to cite violators of allowing water on a roadway. Denham also said excessive manure on roadways would be addressed by a State statute on littering, which is under the sheriff's purview.

➤ Denham requested that the Commissioners discuss issuing citations with their legal counsel later in the morning.

Denham told of several repairs needed on the County vehicle he uses.

➤ It was determined to discuss the possibility of replacing the vehicle with the County auditor on October 17.

Brown reported his office had been able to make very little progress in September in updating past building permits. His staff had also not been able to make progress in identifying land divisions that were required by Special Use Permit or finalize Special Use Permits for urbanization.

Commissioner Howell asked if Brown needed an additional employee to help resolve building permits. Brown said he would evaluate in January or February whether he needs a temporary worker.

Discussion was held about the Planning and Zoning Commission updating the Comprehensive Plan.

➤ It was determined to discuss the matter with legal counsel later in the morning.

Brown had reviewed Jerome County requirements for a goat farm or a cheese manufacturing plant with a Minnesota-based company considering locating in the Magic Valley. He told the Commissioners the County had received \$8,000 in fines from Triple H Dairy for five violations on three dairies. Brown had also trained his staff on the County's Emergency Response Plan and had reviewed the P&Z Office's vision statement with his employees.

#### **MICHELLE EMERSON AND TEVIAN EKREN-KOBER—QUARTERLY REPORT**

Clerk/Auditor/Recorder Michelle Emerson was unable to be present, so presentation of the Quarterly Report was rescheduled for October 17.

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

Treasurer Tevian Ekren-Kober was present.

Ekren-Kober told the Board dates that a police officer could present a course in responding to an active shooter event.

➤ The Board determined the course would be given to employees during two sessions on December 2.

Ekren-Kober explained that a mobile home with overdue taxes was not found and that the listed owner did not have any real property to which to attach the taxes due.

❖ A Motion was made by Commissioner Morley to cancel the tax of \$55.69 plus penalty and interest and to waive the county sheriff's costs and fees for Charles Rentelman, Parcel No. MH0817E146196F, because the mobile home is gone. It was seconded and carried with unanimous ayes.

Ekren-Kober informed the Board another mobile home with overdue taxes could not be found but was later located in Twin Falls County and recommended cancelling its taxes.

❖ A Motion was made by Commissioner Morley to cancel the taxes of \$15.15 plus penalty and interest and to waive the County sheriff's costs and fees for Shawn Cofer, Parcel No. MHJ1P3000006B. It was seconded and carried with unanimous ayes.

#### **RICK HABERMAN—OFFICE REFURBISHMENT**

Assessor Rick Haberman was present.

Haberman advised the Department of Motor Vehicles office was in need of repainting. He also requested purchasing photo posters for the walls and said a chair rail would be helpful in preserving a newly painted wall.

❖ A Motion was made by Commissioner Howell to authorize Rick Haberman to purchase paint for the DMV office and to investigate installing a chair rail with the maintenance supervisor. It was seconded and carried with unanimous ayes.

Haberman informed the Commissioners the State had replaced Marshall and Swift with Precision Tables for valuing property, except for commercial properties.

#### **MIKE SEIB—LEGAL COUNSEL**

Attorney Mike Seib, Planning and Zoning Administrator Art Brown, and Code Enforcer Shawn Denham were present.

**Roadway Violations:** Seib addressed the possibility of the code enforcer becoming a sheriff deputy, but it was decided he would remain with the Planning and Zoning Office and send his investigations to either the sheriff's or the prosecutor's office.

**Comp Plan:** Seib advised the status of the Comprehensive Plan was legal. He said a major revision should be accomplished by representatives from the public.

➤ It was determined Seib would draft a letter to the Planning and Zoning Commission from the Commissioners directing their efforts to update the Comprehensive Plan.

**Old Furniture Disposal:** Seib reported the prosecutor's office had old chairs and desks for disposal.

➤ It was determined to offer them to County departments first and then to employees for \$10 each. Any furniture left over would be discarded through resolution.

**Resolution:** Seib submitted a resolution revising the Employee & Supervisor Manual regarding per diem reimbursements as requested by the Commissioners on October 3.

❖ A Motion was made by Commissioner Morley to adopt Resolution 2016-30. It was seconded and carried with unanimous ayes.

### **RESOLUTION NUMBER 2016-30**

**A RESOLUTION OF JEROME COUNTY, IDAHO, ON THE ADOPTION OF CERTAIN AMENDMENTS TO THE JEROME COUNTY EMPLOYEESUPERVISOR MANUAL; SETTING FORTH AND INCORPORATING UNDERLYING RECITALS; DIRECTING ADMINISTRATIVE STAFF TOWARDS IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

#### **RECITALS:**

WHEREAS, it is vital to the daily operations of Jerome County for its employees to be informed of their employment responsibilities and the consequences for failing in those responsibilities; and to be informed of the privileges and rights granted to them by Federal and State law, and/or by the Board; and

WHEREAS, the Board of Commissioners for Jerome County, Idaho, is committed to assist all officials and employees with carrying out their employment responsibilities in the manner expected and required of them; and

WHEREAS, the Board of Commissioners for Jerome County has developed a handbook containing county policy and providing information on applicable State and Federal law; and

WHEREAS, it is recognized that the adopted handbook would need to be amended from time to time for the purposes of correcting, clarifying, or changing the policies stated therein.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF JEROME COUNTY, IDAHO, AS FOLLOWS:**

1. The above recitals are hereby incorporated into this resolution.
2. The following sections of the *Jerome County Employee/Supervisor Manual* chapter are hereby amended as shown below:

#### **Overnight Business Trips**

Employees on official business travel that mandates an overnight stay may collect a per diem for the purpose of covering meal and mileage expenses. It is the intent of per diems to make an employee whole for certain expenses they have while away on county business. A per diem is not to be collected nor issued for any expense not actually incurred by the employee. To this end, no per diem for meals included in the business trip function and provided free of charge to the employee will be issued to the employee. It is irrelevant whether such meal is actually accepted or consumed by the employee. Likewise, a per diem will not be available for any meal an employee receives free of charge while away on business. This includes

Tuesday, October 11, 2016

complimentary continental breakfasts provided by hotels, or meals bought for the employee by friends, acquaintances, or other persons. An employee issued a per diem for a “non-qualifying” meal as described in this section will refund such amount back to the County.

Such per diem amounts shall be as stated in the appendix under the section entitled “Reimbursement Amounts.” A claim for such per diem amounts may be made by the employee to the Board either before or after the business trip. If the trip is being made to attend a conference, a copy of the conference’s agenda shall be attached to the employee’s per diem claim.

The number of reimbursed miles is calculated by entering the departure and arrival addresses into Google Maps, or by listing the mileage distance shown on the official state highway map (<http://www.itd.idaho.gov/highways/gis/StateMaps/>). A copy of the Google Map’s printout, if used, will be attached to the employee’s mileage claim, or if the state highway map is used, such shall be noted on the claim.

3. It is recognized that the incorporation of the amendments stated herein does affect and change the table of contents, as well as the page numbering as it existed in the previous edition of the manual. In addition, it also causes certain sections that are not being amended substantively to be renumbered.
4. The necessary and resulting changes to the certain sections, table of contents, and to the page numbering of the manual shall be adopted and respectively made to the manual.
5. The official added language identified herein shall be subject to the applicable provisions of *Resolution Number 2009-48*.
6. Administrative and agents of Jerome County are hereby directed to take such actions as may be necessary to implement the provisions of this resolution.
7. This resolution shall be effective upon all requirements of applicable law being fulfilled.

Approved and adopted as a resolution of Jerome County by the Board of County Commissioners on this 11<sup>th</sup> day of October 2016.

ATTEST:

Board of Jerome County Commissioners

/s/ Jane White, deputy  
Michelle Emerson, Jerome County Clerk

/s/ Charles M. Howell  
Charles M. Howell, Chairman

( S E A L )

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

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

❖ **Executive Session:** 10:39 A.M. – A Motion was made by Commissioner Howell to go into executive session per Idaho Code 74-206(1)(b) regarding personnel. It was seconded and carried with a unanimous roll call vote.

12:02 P.M. – Return to open session.

**APPROVE CLAIMS**

❖ A Motion was made by Commissioner Howell to approve the claims as presented. It was seconded and carried with unanimous ayes.

The Board signed a Claims Approval Report dated October 4, 2016, for the Indigent Fund, with a grand total of \$28,771.20.

The Board signed a Claims Approval Report dated October 5, 2016, for the Court Bond Trust and Restitution-Courts Funds, with a grand total of \$713.50.

The Board signed a Claims Approval Report dated October 5, 2016, for the Indigent Fund, with a grand total of \$4,938.85.

The Board signed a Claims Approval Report dated October 6, 2016, for the Court Bond Trust and Restitution-Courts Funds, with a grand total of \$957.50.

The Board signed a Claims Approval Report dated October 6, 2016, with a grand total of \$173,182.07 for the following funds: General, Airport, District Court II, Justice, Indigent, Revaluation, Tort, and Waterways.

The Board signed a Claims Approval Report dated October 6, 2016, with a grand total of \$180,245.93 for the following funds: General, Airport, District Court II, Justice, Fair-Capital, Indigent, Revaluation, Tort, and Planning and Zoning/Building.

**INDIGENT MATTERS**

❖ A Motion was made by Commissioner Howell to follow staff recommendations for indigent matters. It was seconded and carried with unanimous ayes. Approved was Case No. M017-001. Denied were Case Nos. 1516-134 and 1516-135.

Meeting adjourned at 12:15 P.M.

Respectively submitted:

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Charles M. Howell, Chairman

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Jane White, Deputy Clerk

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Roger M. Morley, Commissioner

(absent)  
Catherine M. Roemer, Commissioner