

JEROME COUNTY COMMISSIONERS

Monday, October 17, 2016

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

Meeting convened at 9:02 A.M.

COMMISSIONER COMMITTEE REPORTS

Commissioner Morley reported he had spoken with a representative from the Idaho Department of Lands (IDL) about its property near the Snake River Canyons Park. He said the IDL would advise him within two weeks whether it was interested in granting a portion of land to the County to be included in the Park. Commissioner Morley added that the next steps in developing the Park would be to build a parking lot and to erect an entrance sign.

Commissioner Roemer had attended the Jerome Chamber of Commerce lifetime achievement event honoring Mike Schutz and Roger Burdick. She reported from a University of Idaho economic development conference where cooperation between counties and cities had been addressed.

Commissioner Howell informed the Commissioners that Wendy Robbins had submitted her resignation from the Fair Board, effective December 31, 2016. He reported there were problems with a wall that had been reconstructed at the rodeo arena.

Commissioner Howell had also attended the 20th anniversary celebration for SIRCOMM where the director and the chairman of the regional communications board had both spoken.

JAIL INSPECTION ON OCTOBER 27

Commissioners Howell and Morley agreed to meet the Idaho jail standards inspector for the Commissioners' quarterly jail inspection on Thursday, October 27, at 9 A.M. Commissioner Roemer had a prior commitment.

NOMINATION TO ICRMP BOARD

The Board was in receipt of a form to nominate a member to the board of the County's liability insurance carrier (ICRMP).

❖ A Motion was made by Commissioner Morley to nominate Craig Rockwood to the ICRMP board. It was seconded and carried with unanimous ayes.

BUSINESS AND/OR ADMINISTRATIVE MATTERS

Commissioner Howell said he had authorized Probation Officer Deserae Jones as acting supervisor to proceed with hosting a firearms training class in the absence of the probation administrator and to submit a claim for any shortfall in revenue for the class. The misdemeanor probation office would be closed Oct. 19 and 20 so officers could attend the training.

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The Board signed wage increases for Sheriff Doug McFall; Maintenance Supervisor Brent Culbertson and janitors Lindsey Bernal and Lacey Carnell; and Emergency Management Coordinator Clinton Blackwood and assistant Glenna Lawrence, all effective October 1, 2016.

The Board signed two leave requests for Clinton Blackwood.

CLAIMS

Commissioner Howell signed claims closing out the FY 2015-16 Budget as follows: **Treasurer**, \$54.98; **Extension Office**, \$522.37; **Data Processing**, \$8,850.91; **General**, \$4,032.18; **Planning & Zoning**, \$260.59; **General Fund Subtotal**, **\$13,721.03**; **Sheriff**, \$3,766.45; **Adult Probation**, \$647.83; **Public Defenders**, \$7,935.50; **Juvenile Probation**, \$2,295.72; **General Justice**, \$621.48; **Justice Fund Subtotal**, **\$15,266.98**; **District Court**, \$7,103.67; **Fair Capital**, \$14,925.00; **Indigent**, \$181.72; **Revaluation**, \$233.86; **Grand Total**, **\$51,432.26**.

DOUG McFALL—GENERATOR MATTERS

Sheriff Doug McFall and Larry Hall were present.

Open Generator Bids: The Board was in receipt of two sealed bids for an excess generator, one from E&S Mining, Trucking Company for \$351.50, and one from A. Scott Jackson Trucking for \$1,003.00.

❖ A Motion was made by Commissioner Morley to accept a bid of \$1,003 from A. Scott Jackson for a generator. It was seconded and carried with unanimous ayes.

Generator Maintenance Proposal: Sheriff McFall presented a maintenance proposal for the new generator purchased for the jail. The Board discussed the merits of local service vs. maintenance by the seller.

Sheriff McFall also questioned whether to buy salt for the jail water softener or to pay for maintenance from Culligan.

➤ It was determined the Board would consult with the County maintenance supervisor on October 24 about maintenance for both the generator and the water softener.

ART BROWN—COMPREHENSIVE PLAN UPDATE

Planning and Zoning Administrator Art Brown and Assistant Administrator Nancy Marshall were present. Also present was Larry Hall, representing Jerome 20/20.

Hall was allowed to address the Board. He said he had experience in strategic planning for cities and counties and that he would be glad to be a facilitator for the Planning and Zoning (P&Z) Commission in making recommendations to update the Comprehensive Plan.

Commissioner Roemer provided pages from the Comprehensive Plan that the Board or the P&Z Commission could consider for updating the Plan. She said she would like the County to be

proactive about economic development, which might mean the Comprehensive Plan would address a need for housing.

➤ The Board agreed to use Hall's services to help the P&Z Commission's task of updating the Comprehensive Plan.

9:55 A.M. – Commissioner Howell was excused for an appointment. Commissioner Roemer began presiding.

GARTH BAKER—AIRPORTS REPORT

Airports Manager Garth Baker was present.

Airports Report: Baker reported airport fuel sales had increased by 33 percent in September. He said the slurry seal at the Hazelton Airport had been completed according to required specifications but that he was concerned about whether it would hold up under heavy agricultural aircraft. He was also concerned about a possible hazard from raised asphalt at the Airport, and Commissioner Morley suggested he bring the matter to the Airport Advisory Board.

Sign Grant Document:

❖ A Motion was made by Commissioner Morley to authorize the chairman to sign the Outlay Report and Request for Reimbursement for a construction program at the Jerome Airport. It was seconded and carried with unanimous ayes.

Hangar Donation: Baker reported that hangar owner Chuck Schabacker was working with the Civil Air Patrol to donate a hangar to that organization.

Ag Leases: Baker presented an agricultural spraying operation lease agreement signed by Mike Jurak dba Red Baron Ag Service, Inc., which the Board signed. Baker said Ken Spray and Crop Jet Aviation had yet to submit their agreements for 2016.

➤ Baker stated he would begin billing for 2017 leases in November and asked whether it would be possible to have the agricultural spraying leases signed for five years rather than one, with auto renewal.

➤ The Board determined to consult its legal counsel about the spraying leases and to have its attorney update the Board on fuel overcharges claimed by Crop Jet Aviation.

Remodeling Bids: Baker said no contractors had followed up with bids for demolition of the Jerome Airport terminal or remodeling the former Airport residence into a terminal but that he had received a new lead that he would pursue.

➤ Commissioner Roemer requested that Baker submit a list of contractors he had contacted. She also said the Board would need to determine whether the current terminal contained asbestos before deciding whether to offer it for auction or to demolish it.

CLINT BLACKWOOD—OFFICE OF EMERGENCY MANAGEMENT REPORT

Emergency Management Coordinator Clint Blackwood was present.

Report: Blackwood commented on his monthly written report, which included descriptions of a regional workshop and two Webinars in which he had participated. He had also submitted an article for the Jerome City Newsletter in which he emphasized October as Earthquake Awareness Month and encouraged participation in an exercise. He said grant funds had enabled his office to purchase needed handheld radios for the sheriff's office. Blackwood reported he had also provided coverage for both County and City of Jerome building inspectors.

Fire Drills: Blackwood said he would be staging fire drills for County buildings soon.

County Disaster Policy: Blackwood reported he was waiting for feedback from the area field officer of the Idaho Office of Emergency Management before pursuing a disaster policy with the County's legal counsel.

HUMAN RESOURCE EMPLOYEE DISCUSSION

Clerk/Auditor/Recorder Michelle Emerson was present.

Commissioner Roemer reiterated that although the Board had agreed on hiring a human resource (HR) employee for 30 hours a week on September 12 that she believed such a position should be full-time. Commissioner Morley agreed.

Emerson said there would be a separation between the payroll deputy clerk under her supervision and an HR employee under the Board's supervision.

➤ It was determined Emerson would bring the Board wage differences between a 30 and a 37 ½ hour employee on October 24.

ACTIVE SHOOTER COURSE NOTIFICATION

The Commissioners determined that an active shooter course for employees would be mandatory, with attendance taken during both times the course is offered on December 2. Employees and supervisors would be notified in order for them to coordinate when employees could attend the course.

Meeting recessed at 11:38 A.M.

Meeting reconvened at 1:15 P.M.

MICHELLE EMERSON AND TEVIAN EKREN-KOBER—QUARTERLY REPORT

Clerk/Auditor/Recorder Michelle Emerson, Treasurer Tevian Ekren-Kober, Planning and Zoning Administrator Art Brown, and Code Enforcer Shawn Denham were present.

Emerson presented the County's quarterly financial report, as required by Idaho statute, as follows.

TREASURER/AUDITOR JOINT QUARTERLY REPORT

FROM 04/01/2016 TO 06/30/2016

THIRD QUARTER

*** FUNDS WITH NO ACTIVITY WILL NOT APPEAR ON REPORT ***

Fund	----- TREASURER'S CASH -----					
	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	Available Cash Balance
GENERAL GOVERNMENT FUNDS						
0001 GENERAL FUND (CURRENT EXPENSE)	3,543,942.71	405,097.39	1,223,565.07	2,725,475.03	53,274.78	2,672,200.25
0003 AIRPORT	10,926.07	122,073.72	102,586.94	30,412.85	2,158.50	28,254.35
0006 DISTRICT COURT II	663,571.57	101,929.11	92,835.39	672,665.29	5,740.72	666,924.57
0007 FAIR, COUNTY	13,694.59	9,279.69	27,013.02	(4,038.74)	4,312.91	(8,351.65)
0008 JUSTICE FUND	2,457,436.96	623,771.17	1,261,552.38	1,819,655.75	103,676.06	1,715,979.69
0009 FAIR, CAPITAL OUTLAY	47,940.72	2,874.61	21,852.24	28,963.09	400.00	28,563.09
0011 HEALTH DISTRICT	28,984.34	5,365.33	29,463.74	4,885.93		4,885.93
0015 ELECTION CONSOLIDATION	152,127.44	33,769.14	5,058.32	180,838.26	53.00	180,785.26
0016 INDIGENT	781,001.23	41,799.26	118,521.41	704,279.08	3,854.81	700,424.27
0020 REVALUATION	350,815.99	13,064.27	96,414.97	267,465.29	4,294.19	263,171.10
0023 SOLID WASTE	622,963.82	67,670.71	387,045.00	303,589.53		303,589.53
0024 TORT	173,938.58	8,094.86	84,923.25	97,110.19		97,110.19
0027 WEEDS	104,800.85	1,831.72	19,791.55	86,841.02		86,841.02
0029 AMBULANCE	764,381.15	26,967.58	5,003.55	786,345.18		786,345.18
0038 WATERWAYS	22,594.36	3,407.53	10,000.00	16,001.89		16,001.89
0040 CORRECTIONAL FACILITY - CAPITAL	895,408.56	476.01	869,951.70	25,932.87		25,932.87
0041 BOND REDEMPTION FUND	274,584.21	31,370.63		306,954.84	450.00	305,504.84
GENERAL GOVERNMENT FUNDS TOTALS	10,909,113.15	1,498,842.73	4,355,578.53	8,052,377.35	178,214.97	7,874,162.38
AGENCY FUNDS	6,174.31	1,569,361.80	1,570,467.12	5,078.99	4,877.59	201.40
TRUST FUNDS	909,322.78	1,351,005.37	1,197,491.56	1,062,836.59	23,915.13	1,038,921.46
TOTAL ALL FUNDS	11,824,610.24	4,419,209.90	7,123,527.21	9,120,292.93	207,007.69	8,913,285.24

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TREASURER / AUDITOR JOINT QUARTERLY REPORT

FROM 04/01/2016 TO 06/30/2016

THIRD QUARTER

*** FUNDS WITH NO ACTIVITY WILL NOT APPEAR ON REPORT ***

Fund	----- TREASURER'S CASH -----					Available Cash Balance
	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	
COUNTY FUNDS	10,909,113.15	1,498,842.73	4,355,578.53	8,052,377.35	178,214.97	7,874,162.38
AGENCY FUNDS	6,174.31	1,569,361.80	1,570,457.12	5,078.99	4,877.59	201.40
TRUST FUNDS	909,322.78	1,351,005.37	1,197,491.56	1,062,836.59	23,915.13	1,038,921.46
TOTAL ALL FUNDS	11,824,610.24	4,419,209.90	7,123,527.21	9,120,292.93	207,007.69	8,913,285.24

I HEREBY CERTIFY THAT THE ABOVE STATEMENT IS TRUE AND CORRECT AND HAS BEEN APPROVED BY THE BOARD OF COUNTY COMMISSIONERS ON THE

26 DAY OF July, 2016

TEVIAN KOBER
Tevia Kober
JEROME TREASURER

MICHELLE EMERSON
Michelle Emerson
JEROME AUDITOR

MICHELLE EMERSON—NEW VEHICLE FOR PLANNING AND ZONING OFFICE

Clerk/Auditor/Recorder Michelle Emerson, Planning and Zoning Administrator Art Brown, and Code Enforcer Shawn Denham were present.

Brown showed the Commissioners an estimate from Wills Toyota to repair a vehicle used by the Planning and Zoning Office. It showed that the vehicle with nearly 300,000 miles on it would need \$5,553 in repairs.

Denham had researched the cost of possible vehicles, ranging from \$15,000 to \$45,000.

Brown told the Commissioners the sheriff's office had offered to give the P&Z office a Ford Focus with 76,000 miles on it. He said he could use it for transportation to meetings and that his department had another vehicle the code enforcer could use.

➤ Commissioner Roemer requested that Brown search for an all-purpose vehicle, and Emerson said there were funds in the capital budget line that could be used for a vehicle purchase.

TRACEE MCKIM—SECURITY CAMERAS

Technology Specialist Tracee McKim was present.

The Commissioners discussed with McKim the number of security cameras needed and determined to consult the Fair manager and the County clerk about possible additional cameras. The matter was added to the October 24 agenda.

MITCH CROMWELL—COMPUTER ARTS REGARDING TIME CLOCKS

Technology Specialist Tracee McKim was present. Also present was Mitch Cromwell, representing Computer Arts.

Cromwell questioned the Commissioners about the type of programming they desired for computer time clocks, as they had discussed on October 3.

Commissioner Roemer said requiring employees to use time clocks was not a matter of trusting employees but rather a matter of accountability.

➤ It was determined Computer Arts would address the County's programming desires and bring options to the Board in approximately two weeks.

MIKE SEIB—LEGAL COUNSEL

Attorney Mike Seib was present.

Draft Letter to Planning and Zoning Commission: Larry Hall, executive director of Jerome 20/20, was present.

Seib presented a draft letter to the Planning and Zoning Commission about updating the Comprehensive Plan as requested by the Board on October 11.

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Commissioner Roemer said it would behoove the Board to address updating the policies she had provided that morning before directing the P&Z Commission.

Hall said refreshing the Plan would include inserting strategy to make it a living document. He gave the Board a Comprehensive Plan Facilitation text he had written with ten actions he would take in directing an update, which would take a minimum of six to eight months. He said his efforts for the County would be part of his contract as executive director of the Jerome 20/20 economic development group.

Commissioner Roemer added that planning and zoning expert Jerry Mason had said that a County's comprehensive plan is the most important document a county can have.

Planning and Zoning Administrator Art Brown was present.

➤ Commissioner Howell said the Board would hold Seib's draft to the P&Z Commission and allow Hall to proceed with facilitating an update of the Comprehensive Plan.

❖ **Executive Session:** 3:20 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.

3:28 P.M. – Return to open session.

➤ **Airport:** Commissioner Roemer requested that Seib summarize and review with the Commissioners the next week a claim of fuel overcharges and the status and renewal of agricultural spraying leases.

APPROVE CLAIMS

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

The Board signed a Claims Approval Report dated October 13, 2016, for the Indigent Fund, with a grand total of \$181.72.

The Board signed a Claims Approval Report dated October 13, 2016, with a grand total of \$49,936.72 for the following funds: General, District Court II, Justice, Fair Capital, and Revaluation.

READ AND APPROVE MINUTES

❖ A Motion was made by Commissioner Morley to approve the minutes of September 29, October 3, and October 11 as submitted. It was seconded and carried with unanimous ayes.

INDIGENT MATTERS

❖ A Motion was made by Commissioner Morley to follow staff recommendations regarding indigent matters. It was seconded and carried with unanimous ayes. Denied were Case Nos. 1516-136; 1516-137; and 1516-138; dismissed were Case Nos. 1516-120 and 1516-104.

Meeting adjourned at 4 P.M.

Respectively submitted:

Jane White, Deputy Clerk

Charles M. Howell, Chairman

Catherine M. Roemer, Commissioner

Roger M. Morley, Commissioner