

JEROME COUNTY COMMISSIONERS

Monday, September 12, 2016

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

Meeting convened at 9:04 A.M.

COMMISSIONER COMMITTEE REPORTS

Commissioner Morley had met with an ATV group and given out maps of the Snake River Canyons Park. He had also visited the Idaho State Penitentiary regarding artist supplies for the inmates and had participated in a pow-wow there.

Commissioner Roemer reported from the annual summit of the Southern Idaho Economic Development Organization (SIEDO), where she was enlightened on how to improve an organization. She had also attended a showing of a planned Devil's Corral development by George Panagiotou.

Commissioner Howell had attended another SIRCOMM (emergency communications) meeting; he said its 20th anniversary celebration in October would provide an area where the public could experience training to be a dispatcher. He had also investigated the zoning requirement of building permits for metal portable garages; he said all local counties required the permits in order to ensure public safety.

ATTENDANCE RECORDS FOR SEPTEMBER PAYROLL

The Board agreed to ask the employees it supervises to submit their attendance records for the current month on September 16 so the Commissioners could approve them at their meeting on September 19.

APPOINTMENT TO THE BOARD OF HEALTH

The Board was in receipt of a nomination by the Minidoka County Commissioners for the board of the regional health district.

❖ A Motion was made by Commissioner Howell to support the nomination of Tracy Haskin to the Board of Health for the South Central Public Health District, for a term from September 1, 2016, to June 30, 2021. It was seconded and carried with unanimous ayes.

CLAIMS

Commissioner Howell signed claims for the August 24, 2016, to September 13, 2016 claim cycle as follows.

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BUDGET TOTALS

3/24/2016 to 9/13/2016

#	DEPARTMENT	PAYROLL	ACCT PAY	GRAND TOTAL
1	CLERK	\$ 37,483.97	\$ 799.17	\$ 38,283.14
2	ASSESSOR	\$ 11,683.00	\$ 138.84	\$ 11,821.84
3	TREASURER	\$ 9,733.00	\$ 475.68	\$ 10,208.68
5	COMMISSIONERS	\$ 7,622.00	\$ 590.00	\$ 8,212.00
6	CORONER	\$ 754.00	\$ 120.00	\$ 874.00
11	CIVIL DEFENSE	\$ 3,161.08	\$ 364.62	\$ 3,525.70
13	COUNTY AGENT	\$ 5,958.63	\$ 429.97	\$ 6,388.60
14	DATA PROCESSING	\$ 2,458.94	\$ 285.00	\$ 2,743.94
15	ELECTIONS	\$ 1,210.00	\$ 1,325.72	\$ 2,535.72
18	GENERAL	\$ 46,066.69	\$ 32,171.95	\$ 78,238.64
21	PLANNING & ZONING	\$ 18,739.94	\$ 1,242.06	\$ 19,982.00
30	VETERANS	\$ 1,002.56		\$ 1,002.56
	Sub Total (General Fund)	\$ 145,873.81	\$ 37,943.01	\$ 183,816.82
4	SHERIFF	\$ 72,835.10	\$ 8,561.57	\$ 81,396.67
5	SHERIFF-DETENTION	\$ 72,815.97	\$ 13,262.18	\$ 86,078.15
6	ADULT PROBATION	\$ 12,102.67	\$ 705.61	\$ 12,808.28
7	PROSECUTOR	\$ 30,789.00	\$ 1,238.85	\$ 32,027.85
8	PUBLIC DEFENDER		\$ 29,518.70	\$ 29,518.70
9	JUVENILE	\$ 19,940.00	\$ 13,115.71	\$ 33,055.71
18	GENERAL	\$ 69,430.78	\$ 4,671.46	\$ 74,102.24
	Sub Total (Justice Fund)	\$ 277,913.52	\$ 71,074.08	\$ 348,987.60
3	AIRPORT	\$ 7,217.41	\$ 63,717.55	\$ 70,934.96
6	DISTRICT COURT	\$ 15,620.34	17,111.79	\$ 32,732.13
7	FAIR	\$ 13,748.41		\$ 13,748.41
9	CAPITAL FAIR		\$ (16,335.45)	\$ (16,335.45)
29	AMBULANCE			\$ -
11	HEALTH			\$ -
15	ELECTION	\$ 1,439.53		\$ 1,439.53
16	INDIGENT	\$ 6,413.04	\$ 20,371.55	\$ 26,784.59
20	REVALUATION	\$ 23,513.03	\$ 1,106.94	\$ 24,619.97
23	SOLID WASTE			\$ -
24	TORT			\$ -
27	WEED			\$ -
38	WATERWAYS		\$ 10,000.00	\$ 10,000.00
40	CORRECTIONAL FACILITY			\$ -
41	BOND REDEMPTION			\$ -
	GRAND TOTAL	\$ 491,739.09	\$ 204,989.47	\$ 696,728.56

BUSINESS AND/OR ADMINISTRATIVE MATTERS

Commissioner Howell signed a Catering Permit for Johnsy Inc. Stone House & Company, Twin Falls, to be used September 21 and 22 from 5 P.M.–11 P.M. at The Risk Barn, Jerome.

The Board signed leave requests for Arthur Brown and Brent Culbertson.

The Board signed wage change forms for Rhianna Crater as summer time help at the fairgrounds and for Stephanie Aslett as a salary increase at the conclusion of her probationary period, effective September 1, 2016.

The Board signed a Claims Approval Report dated September 8, 2016, for the Insurance Deductible Trust Fund, with a grand total of \$2,229.29.

BRENT CULBERTSON—MAINTENANCE REPORT

Maintenance Supervisor Brent Culbertson was present.

Maintenance Report: Culbertson reported on the progress of remodeling at the Judicial Annex Building. He had repaired some plumbing at the jail and was training a new maintenance employee. Culbertson said he was pleased with the new stucco completed on the outside of the Courthouse.

Sprinkler System Bids: Culbertson said he had been able to receive only one bid to install an outdoor sprinkler system at the ambulance building but that he thought the bid was reasonable.

➤ The Board directed him to accept the bid, with the work to be completed by September 30 if possible.

➤ The Commissioners asked Culbertson to (1) remove some outside signs that were no longer applicable at the Courthouse, (2) determine why the Annex parking lot lights were not on at night, and (3) schedule refurbishment of the former patrol offices in the Courthouse. Commissioner Howell told him to contract the refurbishment if he would be too busy at the Annex to do it in September.

ART BROWN—PLANNING AND ZONING REPORT

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

Brown reported from his monthly written recap of activities in the Planning and Zoning Office. He said he and the code enforcement officer had closed all outstanding agricultural permits, with the exception of those that still have building plans. He informed the Board that a workshop for the Hazelton Area of City Impact would be held at the Valley High School either on October 17 or 19.

Brown requested to move records from the basement of the public defender building to an unused jail cell for easier access and safer storage, to which the Board did not object.

Denham commented on code enforcement statistics presented to the Commissioners, which showed 28 violations opened and 22 closed during August. A total of 37 cases was currently open, with 29 pending.

The Commissioners questioned Denham and Brown about water violations, a changed reporting form provided them, and a remedy for manure on roadways.

GARTH BAKER—SIGN AGREEMENT WITH TWIN FALLS AIRPORT

Airports Manager Garth Baker was present.

Sign Agreement: Baker had reported that a representative of the Twin Falls Airport could not meet with the Commissioners about an agreement until September 26.

Ag Spraying Contracts: Baker said that two ag sprayers had told him they would return leases to him that day.

Weed Spraying Bids: Baker believed hiring Red Baron for \$250 to spray weeds at the Jerome Airport would be a good idea because it would eliminate using a tractor around the runway lights. He said he would have the Airport Advisory Board discuss the hangar owners' responsibilities to eradicate weeds within ten feet around their hangars.

Snowplow Repairs: Baker reported he expected to hear from Ryan's Repair that week about repairing the large snowplow.

Terminal Demolition and Remodeling: Baker said he would seek a bid from another company to demolish the current Jerome Airport terminal because he had received no response from the first company he had contacted. He said the Commissioners needed to remodel the residence into a terminal before deciding on demolition.

- The Board asked Baker to seek bids for remodeling that week.

Advisory Board: Commissioner Roemer asked who the vice chairman of the Airport Advisory Board was, and Baker said the board members needed to determine who would conduct in the absence of the chairman.

Claims: Baker questioned whether he could sign airport claims in the absence of advisory board members.

- The Board determined to discuss the matter with its legal counsel that afternoon.

Attorney Mike Seib was present and called for an executive session.

EXECUTIVE SESSION

10:53 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.

11:14 A.M. – Return to open session.

The executive session was continued until 9 A.M. on September 13. It was later changed to September 19.

MICHELLE EMERSON—CLERK MATTERS

Clerk/Auditor/Recorder Michelle Emerson was present.

Emerson had sent the Board a memo outlining requests for a resolution, an additional employee, and a scanner.

Designation of Precincts and Polling Places: Emerson brought a resolution setting precincts and polling places for the upcoming November 8 election.

❖ A Motion was made by Commissioner Howell to approve Resolution 2016-28. It was seconded and carried with unanimous ayes. Commissioner Morley was not present.

RESOLUTION NO. 2016-28

**DESIGNATED POLLING PLACES
NOVEMBER 8, 2016**

WHEREAS, the Jerome County Commissioners having received a request from County Clerk Michelle Emerson to designate polling places of the precincts for the upcoming November 8, 2016, election; and

THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners for Jerome County, State of Idaho, that the designated polling places stated below shall be the designated polling places as required by Idaho Code Section 34-302.

Precincts

- #1 Bishop-Court
- #2 Canyonside
- #3 Eden
- #4 Falls City
- #5 Hazelton
- #6 Northeast
- #7 Northwest
- #8 Shepherd-View
- #9 Southeast
- #10 Southwest

Polling Places

- Episcopal Parish Hall, 201 South Adams, Jerome, ID
- Jerome Recreation District, 2444 South Lincoln, Jerome, ID
- First Segregation Fire District, 235 East Wilson, Eden, ID
- Ascension Priory, 541 E 100 S, Jerome, ID
- Hazelton City Hall, 246 Main, Hazelton, ID
- Jerome City Library, 100 1st Avenue East, Jerome, ID
- Jerome School District #261 Administration Building, 125 4th Avenue West, Jerome, ID
- Jerome Middle School, 520 10th Avenue West, Jerome, ID
- Senior Citizen Center, 520 North Lincoln, Jerome, ID
- Jerome School District #261 Administration Building, 125 4th Avenue West, Jerome, ID

Absentee/Early Voting Jerome County Courthouse, 300 North Lincoln, Room 301, Jerome, ID

DATED This 12th day of September 2016

ATTEST:

/s/ Charles M. Howell

/s/ Michelle Emerson
Michelle Emerson, Clerk

(S E A L)

/s/ Catherine M. Roemer

/s/ Roger M. Morley

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Additional Court Personnel: Emerson told the Board her office was in need of an additional court clerk because the switch to Odyssey record keeping was time consuming in addition to an increase in the number of court cases and added duties due to the new location of the jail. She said the funds for hiring a full-time permanent position could be taken from the contingency line in the General Current Expense Fund.

❖ A Motion was made by Commissioner Howell to authorize Clerk Michelle Emerson to hire another employee as outlined in her presentation. It was seconded and carried with unanimous ayes.

Scanner Purchase: Emerson had presented a quote for a new and larger scanner. She said it would assist with scanning pending court documents for Odyssey and that the cost could be taken from the District Court Fund.

❖ A Motion was made by Commissioner Howell to approve Michelle Emerson to purchase a scanner for \$981.14. It was seconded and carried with unanimous ayes.

TRACEE McKIM—COURTHOUSE SECURITY MATTERS

Technology Specialist Tracee McKim was present.

Courthouse Security Decision: The Board discussed whether to change from wired to wireless emergency buttons and concluded to purchase wireless. The Commissioners also considered the cost difference between Apex and New Tech Security quotes as well as company stability, equipment, service, professionalism, and knowledge.

❖ A Motion was made by Commissioner Howell to award the Courthouse security system updates to New Tech Security for \$11,718.76. It was seconded and carried with unanimous ayes.

McKim reported she had spoken with the probation administrator about after-hour meetings in the Courthouse and that he had said some Wednesday meetings might be necessary.

➤ It was determined McKim would program a door to be unlocked after hours if she were notified such was needed.

11:43 A.M. - Commissioner Howell was excused to attend Fair manager interviews.

Locking Courthouse Doors during Business Hours: The Commissioners agreed to leave all Courthouse doors open during business hours to allow free access by the public.

Telephone Emergency Notification: McKim reported the Emergency Response Plan manual describes how to page all telephones.

➤ It was determined the Commissioners would send an e-mail to Courthouse employees about emergency response notifications and then run a test of the system in the near future.

Treasurer Tevian Ekren-Kober was present. She asked if any office could send a telephone notification, and McKim told her that was possible.

Meeting recessed at 11:49 A.M.

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

STEVE HINES—EXTENSION OFFICE MATTERS

Extension Educator Steve Hines was present.

University of Idaho Budget Agreement: Hines presented a budget agreement between the County and the University of Idaho for the County extension office.

- The agreement was put on the September 19 agenda for signature.

Comp Time Request: Hines had presented the Commissioners a letter requesting that a change to the comp time policy for the 4-H coordinator be written into the Employee & Supervisor Manual.

Commissioner Roemer said that legal counsel had advised that a department head could make a formal request at the beginning of each year to carry over additional employee comp time, or the Board could revise the Employee & Supervisor Manual to allow such.

Attorney Mike Seib was present.

Hines asked if the 4-H aide position could be an exception to the comp time policy in the Employee & Supervisor Manual, as are deputy sheriff positions.

Seib said the decision of how to handle excessive comp time hours was up to the Board.

Hines stated his concern was that the aide accumulates excessive hours at Fair time in August that must be reduced to 40 hours or less by October 1 or be monetarily compensated.

Commissioner Morley asked if comp hours could be managed better throughout the year. Hines said he had been working on that and there were some coordinator tasks that may be eliminated. He said he had consulted the aide about hiring an extra employee but that they had decided they would work to manage comp hours more tightly before considering the addition of another employee.

❖ A Motion was made by Commissioner Roemer to approve Steve Hines's request for the 4-H coordinator to be allowed to accrue 100 hours of comp time and carry over 80 hours at the end of the fiscal year. It was seconded and carried with unanimous ayes.

➤ Commissioner Roemer requested, in accordance with Hines's letter to the Commissioners, that Seib consider where a policy change could be inserted in the Employee & Supervisor Manual. Consideration of a Manual change was added to the September 19 agenda.

Seib further advised that an employee would need to be productive between the regular workday and an evening meeting in order to be compensated for that time. He also read from the Manual that employee travel time was not compensated.

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DISCUSSION—HIRING A HUMAN RESOURCE DIRECTOR

Attorney Mike Seib and Payroll Clerk Lorrann Morrell were present.

Commissioner Roemer advocated hiring a full-time human resource employee with benefits even though the Board had budgeted for only a part-time position. She said the employee would be creating the department, which would be a big job.

Commissioner Morley wanted to begin the position under 30 hours a week, which would make the employee eligible only for retirement benefits, to which Commissioner Roemer agreed.

MIKE SEIB—LEGAL COUNSEL

Attorney Mike Seib was present.

Following the Employee & Supervisor Manual: Commissioner Roemer explained to Seib the employee morale concern associated with following the Employee & Supervisor Manual that had been brought to the Board's attention on September 6.

Seib agreed that an elected official had not followed the Manual.

Clerk/Auditor/Recorder Michelle Emerson was present.

Seib advised the Board could ignore or address the transgression; the Board chose to ignore it.

Payroll Clerk Lorrann Morrell was present. She verified that two employees had been treated differently regarding bereavement leave.

Early Releases: The Board discussed whether all employees follow the same policy regarding early release from work. Seib advised that employees are not employed by different County departments but are all County employees and subject to the budget set by the Commissioners.

➤ It was determined the Board would meet with County elected officials on September 19 to discuss early release policy.

Minutes for the Airport Advisory Board: Seib advised about necessary minutes for public meetings; he said they need to be detailed enough to keep the public informed.

Signing of Claims by the Airport Advisory Board: The Board considered the Airport manager's request earlier in the day for him to be able to sign claims when an Airport Advisory Board member was not present.

➤ The Commissioners determined to maintain the requirement for an Airport board member signature on claims.

Per Diem Allowances: The Board discussed with Seib the policy on Page 50 of the Employee & Supervisor Manual that meals provided employees at conferences need not be deducted from an employee's per diem allowance.

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➤ The Commissioners determined to discuss whether they wanted to change the per diem policy on September 19.

Changed Reporting Form, Continued from A.M. Report from Art Brown: Seib advised that open investigations are not public records but that the Commissioners could decide what information they request from the Planning and Zoning Office.

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 September 9, 2016, for the Justice Fund, with a grand total of \$28,771.20.

The Board signed a Claims Approval Report dated September 9, 2016, for the Indigent Fund, with a grand total of \$19,754.60.

The Board signed a Claims Approval Report dated September 9, 2016, for the Court Trust-ISTARS, Court Bond Trust, and Restitution-Courts Funds, with a grand total of \$5,168.24.

The Board signed a Claims Approval Report dated September 9, 2016, with a grand total of \$155,653.64 for the following funds: General, Airport, District Court II, Justice, Indigent, Revaluation, Waterways, and Auditor's Trust.

READ AND APPROVE MINUTES

❖ A Motion was made by Commissioner Roemer to approve the minutes of July 18 and September 6 as presented. It was seconded and carried with unanimous ayes.

INDIGENT MATTERS

❖ A Motion was made by Commissioner Roemer to approve the indigent matters as submitted. It was seconded and carried with unanimous ayes. Denied were Case Nos. 1516-124; 1516-123; 1516-125; 1516-114; and 1516-131. Dismissed were Case Nos. 1516-108 and 1516-050.

Meeting adjourned at 3:38 P.M.

Respectively submitted:

Charles M. Howell, Chairman

Jane White, Deputy Clerk

Catherine M. Roemer, Commissioner

Roger M. Morley, Commissioner