

**JEROME COUNTY COMMISSIONERS**

Monday, April 27, 2020

PRESENT: Charles Howell, Chairman  
Ben Crouch, Vice Chairman  
John Crozier, Commissioner  
Jane White, Deputy Clerk

Meeting convened at 9:13 A.M.

**BUSINESS AND/OR ADMINISTRATIVE MATTERS**

Social Services Director Kim Drury was present.

Kim Drury recommended that the Commissioners release and reattach a lien for an indigent case so the person could purchase property.

❖ A Motion was made by Commissioner Crouch to release the lien on Case No. 0001-041 so he can purchase property and reattach the lien after closing on the property, per recommendation of staff. It was seconded and carried with unanimous ayes.

The Board signed leave requests for Deserae Jones, Mario Umana, and Brent Culbertson.

The Board signed a Direct Deposit Detail dated April 14, 2020, for the March 29, 2020, through April 11, 2020, payroll period, with a grand total of \$132,807.83.

The Board signed a Payroll Claims Approval by Fund dated April 14, 2020, for the March 29, 2020, through April 11, 2020, payroll period, with a grand total of \$301,885.01.

The Board signed a Claims Approval Report dated April 22, 2020, for the Insurance Deductible Trust, with a grand total of \$1,025.99.

The Board signed a Retail Alcoholic Beverage License for Nicholas Lynch dba Triple S Oil Company dba Mr. Gas Truck Stop #20, Jerome.

**URBAN RENEWAL PLANS FOR THE PLANNING AND ZONING DEPARTMENT**

Planning and Zoning Administrator Nancy Marshall was present.

Nancy Marshall addressed the Board regarding the County Urban Renewal Agency's efforts to add another urban renewal district. She said the Planning and Zoning Commission should recommend to the Commissioners whether the Agency's plans conform to the Jerome County Comprehensive Plan.

❖ A Motion was made by Commissioner Crozier to direct the Planning and Zoning Commission to evaluate the Urban Renewal District at Crossroads Point compared to the Comprehensive Plan and to form a recommendation to the Board of County Commissioners. It was seconded and carried with unanimous ayes.

Monday, April 27, 2020

**SIGN CLAIMS**

Commissioner Howell signed claims for the April 21, 2020, to April 28, 2020, claim cycle as follows.

#	DEPARTMENT	PAYROLL	ACCT PAY	GRAND TOTAL
1	CLERK		\$ 102.72	\$ 102.72
2	ASSESSOR		\$ 25.00	\$ 25.00
3	TREASURER		\$ 112.70	\$ 112.70
5	COMMISSIONERS			\$ -
6	CORONER		\$ 160.00	\$ 160.00
10	BUILDING & GROUNDS MAINT.		\$ 1,240.62	\$ 1,240.62
11	EMERGENCY MANAGEMENT		\$ 17.43	\$ 17.43
13	EXTENSION AGENT			\$ -
14	DATA PROCESSING		\$ 727.92	\$ 727.92
15	ELECTIONS		\$ 2,507.29	\$ 2,507.29
18	GENERAL		\$ 35,421.91	\$ 35,421.91
21	PLANNING & ZONING			\$ -
22	GIS			\$ -
29	GENERAL FUND RESERVE			\$ -
30	VETERANS			\$ -
	<b>Sub Total (General Fund)</b>	<b>\$ -</b>	<b>\$ 40,315.59</b>	<b>\$ 40,315.59</b>
4	SHERIFF		\$ 511.68	\$ 511.68
5	SHERIFF-DETENTION		\$ 16,244.44	\$ 16,244.44
6	ADULT PROBATION			\$ -
7	PROSECUTOR		\$ 174.00	\$ 174.00
8	PUBLIC DEFENDERS			\$ -
9	JUVENILE PROBATION		\$ 100.00	\$ 100.00
18	GENERAL JUSTICE		\$ 23,979.87	\$ 23,979.87
	<b>Sub Total (Justice Fund)</b>	<b>\$ -</b>	<b>\$ 41,009.99</b>	<b>\$ 41,009.99</b>
3	AIRPORT		\$ 57,936.56	\$ 57,936.56
6	DISTRICT COURT		1673.36	\$ 1,673.36
7	FAIR			\$ -
9	CAPITAL FAIR		\$ 2,640.00	\$ 2,640.00
11	HEALTH DISTRICT			\$ -
15	ELECTION CONSOLIDATION			\$ -
16	INDIGENT		\$ 31,813.76	\$ 31,813.76
20	REVALUATION		\$ 659.35	\$ 659.35
23	SOLID WASTE			\$ -
24	TORT			\$ -
27	WEED			\$ -
29	AMBULANCE			\$ -
38	WATERWAYS BOARD		\$ 10,000.00	\$ 10,000.00
38	WATERWAYS SHERIFF			
41	BOND REDEMPTION			
	<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$ 186,048.61</b>	<b>\$ 186,048.61</b>

❖ A Motion was made by Commissioner Crozier to authorize payment of the claim to Precision Aviation to compensate for the discrepancy in fuel charges. It was seconded and carried with unanimous ayes.

❖ A Motion was made by Commissioner Crouch to pay a Lombard Conrad claim in the amount of \$21,890.13 for jail expansion expenses. It was seconded and carried with unanimous ayes.

### **COMMISSIONER REPORTS**

Commissioner Crozier reported from a Jerome 20/20 meeting in which Engineer Scott Bybee had given a history of water delivery from the City of Jerome to Crossroads Point on Highway 93. Board directors had determined to seek a feasibility study of expanding County infrastructure to include additional capacity of water delivery and sewage treatment in order to attract more businesses.

Commissioner Crozier had also heard a Crisis Center board meeting; he said financing was improved with incorporating more Medicaid billing. He reported from a Fair Board meeting that directors were undecided about having a Fair in the summer.

Commissioner Crouch reported that members of the Snake River Canyons Park Managing Board were laying the foundation for the erection of an arbor in the Park. He had also listened to the Jerome 20/20 meeting.

Commissioner Howell reported from SIRCOMM (emergency communication) board meetings that inspection on all towers was complete and that staffing was thriving under the new director. Directors were expecting an agreement from their attorney regarding law enforcement participation on the board.

Commissioner Howell also participated in a Southern Idaho Economic Development (SIED) meeting and learned of gift packages planned for companies visiting Magic Valley.

Commissioner Howell had spoken with a representative of team roping in Payette County and said Jerome County would investigate how it could host such events.

### **APPROVE TIME RECORDS**

The Board approved Time Records for Cody Cantrell, Brent Culbertson, Deserae Jones, and Mario Umana for the April 12, 2020, through April 25, 2020, payroll period.

### **CODY CANTRELL—VETERANS REPORT**

Veterans Service Officer Cody Cantrell was present by speakerphone.

**Veterans Services:** Cody Cantrell reported of his services since March 30 when he began working at home because of the fear of the spread of the coronavirus. He had received 19 phone calls, participated in 16 e-mail conversations, filed one new claim and one appeal, and received a paper drop. He had also made one home visit.

**Board of Community Guardians:** As coordinator of the Tri-county Board of Community Guardians, Cantrell said finding volunteers to serve on a seven-member board was still at a standstill.

➤ The Commissioners asked that Cantrell return to work in his office at the Courthouse beginning May 4 but to practice social distancing.

### **EXECUTIVE SESSION**

Present were Emergency Management Director Tanya Stitt and Coordinator Kirstin Howard. Present by speakerphone was Randy Hall, emergency management director for Wood River St. Luke's.

❖ 10:30 A.M. - A Motion was made by Commissioner Howell to go into executive session per Idaho Code Section 74-206(1)(d), records exempt from disclosure. It was seconded and carried with a unanimous roll call vote.

10:59 A.M. - Return to open session.

➤ The Commissioners determined to speak with Hall for the next three Mondays at the same time.

### **TANYA STITT—EMERGENCY DECLARATION**

Present were Emergency Management Director Tanya Stitt and Coordinator Kirstin Howard.

Tanya Stitt recommended extending the Jerome County Emergency Declaration adopted on March 18, 2020, extending through May 4, 2020, in response to the threat caused by the novel coronavirus. She stated that the State was under a federal emergency declaration and that the County should extend its declaration.

❖ A Motion was made by Commissioner Howell to sign the extension of the Jerome County Emergency Declaration to June 30, 2020. It was seconded and carried with unanimous ayes.

### **JAMIE RUPERT—FAIR MATTERS**

Fair Manager Jamie Rupert was present.

**Loader Repair:** Jamie Rupert presented a bill of \$508.06 from Western States Cat for repair to the loader shared by the Jerome Airport and the Fairgrounds. She believed the Fair and the Airport should share the cost of replacing a hose because the breakage was just caused by use.

❖ A Motion was made by Commissioner Howell to split the bill between the Airport and the Jerome Fairgrounds for the shared loader, 60 percent to the Airport, 40 percent to the Fairgrounds. It was seconded and carried with unanimous ayes.

**Accounts Receivable:** Rupert presented a summary of 13 stall rental remittances, some of which were 90 days overdue.

Monday, April 27, 2020

Page 4 of 9

➤ The Commissioners suggested charging penalties and interest, and Rupert said she would speak with persons with overdue accounts about that possibility.

**Employee Raise:** Rupert gave the Commissioners a letter in which the Fair Board had recommended a wage increase for an employee, which she said would be within the FY 2019-20 budgeted amount.

➤ The Commissioners determined that the Fair Board directors should submit a Wage Change form with an attached employee evaluation for their consideration.

**Loss of Revenue:** Rupert showed the Commissioners a spreadsheet showing over \$10,000 in lost revenue from the cancelling of events at the Fairgrounds through May. She also presented a profit and loss estimate if the County did not hold a fair in 2020. Rupert said the Fair Board needs to decide whether to have the yearly fair by June 29.

➤ The Commissioners said they would submit a question to Governor Little about the possibility of the County receiving federal funds to recoup losses from the Fairgrounds.

Meeting recessed at 12:07 P.M.

Meeting recessed at 1:32 P.M.

#### **MIKE TYLKA—SNAKE RIVER CANYONS PARK UPDATE**

Present were Mike Tylka, Don Zuck, and Bill Bridges, all representing the Snake River Canyons Park Managing Board.

As president of the Park Board, Mike Tylka reported on the progress of creating a parking lot and erecting an arbor in the Park. He said he had even purchased a charcoal grill for the arbor site.

Tylka stated Park Board directors had suggested dedicating the arbor site to former Commissioner Roger Morley in recognition of his many efforts in developing the Park.

➤ The Board agreed, and Tylka said he would order an appropriate sign.

Tylka gave the Board a letter from Mike Young as the program manager of outdoor recreation leadership at the College of Southern Idaho. Young had asked if it would be possible to erect a second gate closer to the parking lot at Yingst Grade with a sign prohibiting motorized traffic on the trail.

➤ The Board determined to consult its legal counsel about the sign requested.

Young's letter also asked if he could work with the Park Board to erect signage explaining the status of the trail and the history of the area as well as showing maps to other areas for recreation within the Park. He also requested a trash can for dog waste and other incidental trash.

Tylka referenced a letter from the Bureau of Land Management (BLM) regarding the establishment of a mountain bike parking area in the Park. The BLM was requesting a formal request from the County Commissioners, detailing a project description, an anticipated construction timeline, and when the area would be marked with stakes or flagging.

- The Board determined it would send a formal request to the BLM for the parking lot.

### **TIM LARSON—AIRPORTS REPORT**

Airports Manager Tim Larson was present.

**Report:** Tim Larson reported paving at the Hazelton Airport had been rescheduled for the current week. He said he had sprayed sterilant on the Jerome Airport runway and was spraying weeds on the airfield and still filling in the former canal on Airport property. Larson said Precision Aviation had rescheduled its Fly In to June 13.

Larson stated lease payments were current, and Commissioner Crouch asked that he send out the 2020 statements the first part of May.

**Kent Atkin's Update:** Kent Atkin, JUB Engineers consultant for the County airports, was present by speakerphone. He expected that the Jerome Airport could receive \$20,000-\$30,000 from the federal Cares Act, but he said the County would need to use the funds for operation and maintenance costs only, excluding capital improvement projects.

- Atkin advised that the County prepare a list of operation or maintenance projects that could be accomplished with grant funding.

Atkin said a new beacon would be installed soon at the Jerome Airport. He told the Board the County would need to open bids to reconstruct the Jerome Airport runway by September, with a possible spring construction.

Atkin reported the Airport Advisory Board wished to update the Airport Master Plan. In answer to Commissioner Howell's inquiry about the possibility of extending the runway, Atkin said updating the Master Plan would be the first step in such a project.

The Commissioners discussed with Atkin how far the County could extend the Jerome Airport runway without purchasing more property.

**Cleanup of Fuel Spill:** Larson spoke of the remediation of the fuel spill at the Jerome Airport by two different companies. He said the contaminated soil would be hauled away to the landfill.

**Contents of Tanks at Jerome Airport:** Larson said that an analysis of the contents in unused tanks at the Jerome Airport had revealed diesel and regular fuel, and he said that a recycling oil company had removed the fuel.

**Fuel Island Cover:** Larson showed the Board a picture submitted by Vanden Bosh Welding for a proposed fuel island cover.

➤ The Board asked that Larson consult the Airport Advisory Board members about the design of the cover.

**DESERAE JONES—MISDEMEANOR PROBATION REPORT**

Misdemeanor Probation Administrator Deserae Jones was present by speakerphone.

Deserae Jones said she was unable to send her office's March statistics because of e-mail not available but that she would send the report from her office on May 4 when she and her staff return full time to their workplace.

Jones said drug testing of probationers would begin on May 4 and that her office would follow social distancing and sanitation practices.

**MARIO UMANA—JUVENILE PROBATION REPORT**

Juvenile Probation Administrator Mario Umana was present.

Mario Umana presented written statistics from the juvenile probation office from March 20, 2020, through April 25, 2020, showing 62 juveniles on probation but no fees collected due to the Courthouse closure because of the spread of the coronavirus.

Umana told the Board Stephanie Callen had not been able to complete POST training because of its suspension due to the coronavirus but that she had until October to be fully certified as a probation officer. He said both Callen and Jason Wilson had successfully completed their six-month probationary periods and presented wage change forms for them.

The Board signed wage increases for both Callen and Wilson.

Umana reported he had been appointed to a statewide subcommittee regarding court diversion. The Board approved any extra travel required by his appointment.

Umana requested a new desk for his receptionist and told which desk he would prefer from two different bids.

❖ A Motion was made by Commissioner Crozier to approve an expense of \$1,102.35 for the front desk in juvenile probation. It was seconded and carried with unanimous ayes. Commissioner Howell was not present.

Umana said his office would have a soft opening the following week and would adhere to a social distancing recommendation, use masks, and practice sanitizing procedures.

**NANCY MARSHALL—PLANNING AND ZONING COMMISSION QUORUM**

Planning and Zoning Administrator Nancy Marshall and Attorney Mike Seib were present.

Nancy Marshall discussed with the Board reducing the number of members on the Planning and Zoning Commission in order to insure that no more than ten individuals would be present at its meeting on May 18.

➤ It was determined to ask P&Z Commission members who had expressed they did not want to be reappointed to the Commission if they would like to resign early from their terms.

### **MIKE SEIB—LEGAL COUNSEL**

Attorney Mike Seib was present.

**Firearms Ordinance:** The Board conferred with Mike Seib about adopting a firearms ordinance restricting shooting near the rim of the Snake River Canyon, and the matter was continued until May 4.

**Administrative Leave:** The Commissioners conferred with Mike Seib about paid administrative leave allowed for employees because of measures taken to reduce the risk of spreading the coronavirus. They determined the County would pay the leave through May 1.

### **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 April 23, 2020, for the Justice and Indigent Funds, with a grand total of \$41,306.97.

The Board signed a Claims Approval Report dated April 23, 2020, for the Court Bond Trust and Restitution-Courts Funds, with a grand total of \$6,074.11.

The Board signed a Claims Approval Report dated April 23, 2020, for the Indigent Fund, with a grand total of \$31,183.76.

The Board signed a Claims Approval Report dated April 23, 2020, with a grand total of \$140,052.10 for the following funds: General, Airport, District Court II, Justice, Fair Capital, Indigent, Revaluation, Waterways, Auditor's Trust, and Planning & Zoning/Building.

### **READ AND APPROVE MINUTES**

❖ A Motion was made by Commissioner Crouch to approve the minutes of April 9 and April 13 as presented. It was seconded and carried with unanimous ayes.

### **INDIGENT MATTERS**

❖ A Motion was made by Commissioner Crozier to follow staff recommendations for indigent matters. It was seconded and carried with unanimous ayes. Denied were Case Nos. 1920-043; 1920-033; and 1920-051; dismissed was Case No. 1920-015.

Meeting adjourned at 4:55 P.M.

Respectively submitted:

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Jane White, Deputy Clerk

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Charles M. Howell, Chairman

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A. Ben Crouch, Vice Chairman

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John Crozier, Commissioner