

## **JEROME COUNTY COMMISSIONERS**

Tuesday, January 2, 2018

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

Meeting convened at 9 A.M.

### **COMMISSIONER COMMITTEE REPORTS**

Commissioner Morley reported he had spoken with the State marshal's office and that it would like to place prisoners in the Jerome County jail.

Commissioner Howell said the airport manager had told him the new loader was efficient and easy to handle in removing snow.

Commissioner Howell had attended a SIRCOMM (emergency communications) board meeting in which directors were dealing with letting a contract with a new CAD (Computer Aided Dispatch) vendor.

### **QUARTERLY JAIL INSPECTION**

Commissioner Roemer volunteered to accomplish the quarterly jail inspection in January.

### **SPECIAL MEETING ON THURSDAY, JANUARY 11**

The Commissioners agreed to a Special Meeting on Thursday, January 11, to hear more information from representatives of JUB Engineers about a new interchange planned south of Jerome

### **CY LOOTENS—ELECTION EQUIPMENT**

Election Specialist Cy Lootens was present.

Lootens told the Board the elections department needed two more voting machines so they would be available for handicapped voters in each County precinct. He presented a Sales Order Agreement from Election Systems & Software (ES&S) for \$7,270.

❖ A Motion was made by Commissioner Morley to purchase two ES&S election machines for all elections as dictated by the State. It was seconded and carried with unanimous ayes.

### **NANCY MARSHALL—ORDINANCE CORRECTION**

Planning and Zoning Assistant Administrator Nancy Marshall was present.

Marshall reported a typing error on Ordinance 2017-3 that the Board had passed on December 18 to amend the Jerome County Zoning Map. Legal counsel later advised to mark out the mistake and then re-record the document.

### **SIGN JOINT POWERS AGREEMENT**

The Board was in receipt of an agreement with the Idaho Capital Crimes Defense Fund (CCDF) to provide defense for indigent defendants, wherein joint county participation helps fund the costs of providing defense as required by law.

❖ A Motion was made by Commissioner Morley to authorize the chairman to sign the joint powers agreement for the Idaho Capital Crimes Defense Fund. It was seconded, followed by discussion, and carried with unanimous ayes.

### **INTRODUCTORY PERIOD FOR TANYA STITT**

The Board determined to discuss the performance of the emergency management coordinator with the sheriff's department.

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

The Board signed a Personnel Action Form for Tony Villasenor as a newly hired deputy sheriff, effective December 28, 2017.

The Board signed a Payroll Claims Approval by Fund with a grand total of \$103,215.37 and a Direct Deposit Detail with a grand total of \$100,706.74, both dated December 27, 2017, for the December 29, 2017, payroll.

The Board signed two catering permits for the South Hills Bar & Grill, Hansen, to be used January 5, 2018, and February 10, 2018, both from 3 P.M.-1 A.M. at The Risk Barn.

The Board signed two leave requests for Deserae Jones.

### **BOARD OF EQUALIZATION**

There was no business for the Board of Equalization.

### **CODY CANTRELL—VETERANS REPORT**

Veterans Service Officer Cody Cantrell was present.

Cantrell read from his monthly written report, which included 23 in-office visits and one home visit. He said he had received useful information from a Northside Interagency meeting and had attended a Veterans of Foreign Wars meeting.

Cantrell asked if the Board wanted him to travel to Lincoln County while its service officer was on leave for a month and a half. Commissioner Howell said if a veteran or a dependent were unable to travel, that Cantrell could make occasional trips to Shoshone.

### **ART BROWN—LARREY ANDERSON REZONE/HANSON BRIDGE CORRIDOR**

Planning and Zoning Administrator Art Brown and P&Z Assistant Administrator Nancy Marshall were present. Also present were Larrey and Retha Anderson.

**Larrey Anderson Rezone:** Brown presented a history of an attempted rezone by Larrey Anderson, with accompanying documents.

Anderson said he wanted his property rezoned from A-1 (agricultural) to A-2 (rural residential) and added to the Comprehensive Plan Map.

The Board told Anderson he would need to reapply for rezoning for the Planning and Zoning Commission to consider.

❖ A Motion was made by Commissioner Howell to waive fees as previously agreed in the decision of November 22, 2014, and to include current advertising fees for reapplication of a rezone by Larrey and Retha Anderson. It was seconded and carried with unanimous ayes.

Anderson told the Board there is a need for rezoning the rest of the property in the Hanson Bridge corridor, and Commissioner Roemer said anyone could apply for rezoning.

**Review Letter to Eden City Council:** Marshall gave the Board a draft letter to the Eden City Council as determined on December 18 regarding a possible future discussion between the Commissioners and Eden officials. The Commissioners approved the letter and sent it to the Eden mayor and City Council.

#### **LARRY HALL—JEROME 20/20 REPORT**

Jerome 20/20 Executive Director Larry Hall was present.

Hall presented and expounded on a written first quarter update from the Jerome 20/20 economic development organization, which included projects in the County and the City of Jerome as well as other activities. He said he would travel to central and southern California in September and November to pursue direct marketing.

Meeting recessed at 11:38 A.M.

Meeting reconvened at 1:15 P.M.

#### **TAX EXEMPTION REQUEST FROM DARIGOLD**

Treasurer Tevian Ekren-Kober was present. Also present were Nathan Carlson, Darigold; Dale Layne, Jerome School District; Mike Williams, City of Jerome; and Kim Glineski, Idaho Department of Commerce.

Commissioner Howell stated the Board had advised the County's taxing districts, as required by Idaho Code, of its current discussion about a tax exemption application from Darigold. The cemetery district directors had advised they had no comment, and Dale Layne, superintendent of Jerome Joint School District No. 261, had sent a letter with the District's comments. He had expressed concerns about an exemption's potential impact on the school district, the precedent such an exemption would set, and whether the plant's expansion would bring significant economic benefits to the County.

Williams, as administrator for the City of Jerome, also asked the Commissioners to consider potential significant economic benefits to the County and the fact that no new jobs would result from the plant's expansion.

Commissioner Roemer asked Williams's definition of business retention as regarding economic development.

Commissioner Howell favored some tax abatement because the plant's expansion would save jobs, help the company run more efficiently, and provide an expanded market for local milk.

Commissioner Morley believed the plant's expansion would bring a general benefit to the County but would not warrant a 100 percent tax exemption. He said that normal business growth expenditures do not justify a tax shift.

Commissioner Roemer said the Commissioners needed to discuss the tax shift further and that she was not prepared for further discussion that day.

- The Board determined to address the tax exemption application again on January 9.

### **JAMIE RUPERT—PROPERTY ACQUISITION**

Fair Manager Jamie Rupert was present.

Rupert presented a memo and information to the Board, asking if the Commissioners would like her to speak with the Fair Board about purchasing a house adjacent to the Fairgrounds. She listed eight points of why the property would be an excellent addition for the County.

Commissioner Howell said he had talked with other fair managers who had said housing on their fairgrounds had worked out well and had reduced vandalism.

- The Board asked that Rupert present the idea to the Fair Board.

### **HAZELTON CEMETERY MAINTENANCE DISTRICT REQUEST**

Planning and Zoning (P&Z) Administrator Art Brown was present. Also present was Jim Louder, chairman of the Hazelton Cemetery Board.

Louder was present to request that the County waive the fee for the Hazelton cemetery district to apply for a Special Use Permit (SUP). He said the permit was necessary because the District was in the process of purchasing an additional acre of land.

Brown said he believed it would be appropriate to waive the fee because the cemetery is a taxing district.

Planning and Zoning Administrative Assistant Nancy Marshall was present.

The Board determined to waive the SUP fee, with the cemetery district paying for the legal advertisement.

❖ A Motion was made by Commissioner Howell to waive the P&Z Special Use Permit application fee for the Hazelton Cemetery Maintenance District. It was seconded and carried with unanimous ayes.

### **CONSIDER HUMAN RESOURCES POSITION APPLICATIONS**

Commissioner Roemer stated she would like the Board to meet with the County's elected officials before filling the open human resources (HR) specialist position. She said she wanted the Board to communicate its reasons for an HR department and to gain the officials' support before hiring an employee.

- The elected officials were scheduled to meet with the Board individually on January 8.

### **DOUG McFALL AND MARISELA IBARRA—JUSTICE FACILITY BUDGET DISCUSSION**

Sheriff Doug McFall and Detention Deputy Marisela Ibarra as well as Clerk/Auditor/Recorder Michelle Emerson and Chief Deputy Clerk Tracee McKim were present.

Deputy Ibarra provided jail costs for the 2017 and 2015 fiscal years as well as revenue received. She also advised on the average inmate count and the cost per day for housing an inmate.

McKim told of the net jail costs for the previous budget year.

Commissioner Roemer asked what options there were for increasing jail revenue, and discussion was held about renting beds for State inmates. The Commissioner also inquired about staffing, and Deputy Ibarra said the jail is short-staffed.

### **CARMEN SANCHEZ—MANUFACTURED HOME PERMIT**

Planning and Zoning Administrator Art Brown was present. Also present were Monica Rogers, Susan Nickel, Trachelle Fullmer, Brent Rogers, Josh Fullmer, Darroll Creek, Kip Kytly, Dustin Auclair, and Casey Creele, all representing themselves as homeowners in the Big Little Ranches Subdivision.

Sanchez had cancelled her request to address the Board about establishing a manufactured home in the subdivision.

Monica Rogers spoke for the homeowners by saying that the presence of a manufactured home would drop the property values of the other residences in the subdivision. Brent Rogers said residents had signed a petition against allowing a manufactured home; he added that the subdivision has a water association for the community well.

### **MIKE SEIB—LEGAL COUNSEL**

Attorney Mike Seib was present.

**Sheriff Resignation:** Seib advised that the Republican Central Committee would recommend three candidates for the Commissioners to choose from when appointing a new sheriff, due to the resignation of Sheriff Doug McFall, effective February 28, 2018.

Commissioner Morley phoned the chairman of the Central Committee to inform him of the process to obtain a new sheriff.

**Indigent Appeal Hearing Extensions:** Social Services Director Kim Drury was present. She said the Board had approved her continuing indigent appeal hearings up to 120 days but had required her to gain permission from the Board for longer extensions. She then explained the process of setting the hearings.

**Employee Manual Resolution:** Seib presented a resolution to amend the Employee/Supervisor Manual as determined by the Board on December 11 and 18.

❖ A Motion was made by Commissioner Morley to pass Resolution 2018-1 as written. It was seconded and carried with unanimous ayes.

#### RESOLUTION NUMBER 2018-1

**A RESOLUTION OF JEROME COUNTY, IDAHO, ON THE ADOPTION OF CERTAIN AMENDMENTS TO THE JEROME COUNTY EMPLOYEE\SUPERVISOR 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 proving 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. This resolution shall be known as Resolution No. 2018-1. Exhibit "A", which is attached hereto and incorporated herein, shall be known as the *Jerome County Employee/Supervisor Manual*.
3. The *Jerome County Employee/Supervisor Manual* is adopted as amended and shown in Exhibit "A", which is attached hereto and incorporated herein by this reference.
4. All previous editions of employee manuals for Jerome County are hereby repealed and superseded.
5. Administrative staff and agents of Jerome County are hereby directed to take such actions as may be necessary to implement the provisions of this resolution.

6. 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 2<sup>nd</sup> day of January 2018.

/s/ Michelle Emerson  
Michelle Emerson  
Jerome County Clerk

( S E A L )

Board of Jerome County Commissioners

/s/ Charles M. Howell  
Charles Howell, Chair

/s/ Catherine M. Roemer  
Cathy Roemer, Commissioner

/s/ Roger M. Morley  
Roger Morley, Commissioner

**READ AND APPROVE MINUTES**

❖ A Motion was made by Commissioner Morley to approve the minutes of November 29. It was seconded and carried with unanimous ayes.

**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. 1617-069. Denied were Case Nos. 1718-011; 1718-009; 1718-012; and 1718-010; dismissed were Case Nos. 1617-065; 1617-068; and 1617-083.

Meeting adjourned at 4:44 P.M.

Respectively submitted:

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Jane White, Deputy Clerk

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Charles M. Howell, Chairman

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Catherine M. Roemer, Commissioner

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Roger M. Morley, Commissioner