

JEROME COUNTY COMMISSIONERS

Tuesday, January 22, 2019

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

Meeting convened at 9:05 A.M.

AFTER-HOUR ACCESS FOR THE PUBLIC DEFENDER OFFICE

Present were Patricia Migliuri and Carlos Rodriguez, felony public defenders under contract with the County.

Patricia Migliuri requested two key cards for access to her firm's office in the Courthouse. She recounted that for three months it had been difficult to serve clients best without being able to access the office on weekends or off hours.

Carlos Rodriguez added that it was common for him to meet with clients in jail on weekends and then need access to his files and computer in the Courthouse.

Present were Treasurer Tevian Ekren-Kober, Assessor Rick Haberman, Sheriff George Oppedyk, Clerk/Auditor/Recorder Michelle Emerson, Planning and Zoning Administrator Nancy Marshall, and Payroll Clerk Charry Cushman.

Rodriguez said he would not meet with clients in the Courthouse after hours, and Migliuri added that the attorneys do not meet with clients after hours for their own safety.

Commissioner Crozier verified that there is a record of who enters the building with a key card.

❖ A Motion was made by Commissioner Crozier to grant two cards allowing access to the building for the public defender's office, to be used exclusively for gaining access to files in their office and not for meeting clients in their office. It was seconded and carried with unanimous ayes.

Migliuri requested the County install an emergency button in her firm's office in the Courthouse.

➤ Commissioner Howell assured her that one would be provided.

NANCY MARSHALL—COMP TIME

Present were Planning and Zoning Administrator Nancy Marshall, Payroll Clerk Charry Cushman, Clerk/Auditor/Recorder Michelle Emerson, Treasurer Tevian Ekren-Kober, and Sheriff George Oppedyk.

Nancy Marshall requested the County to convert 25 hours of comp time she had accumulated while she served in an hourly position to PTO (paid time off) under her present salaried status,

Tuesday, January 22, 2019

Page 1 of 10

which does not have comp time. She said that the Employee/Supervisor Manual did not address such a situation.

Cushman questioned whether the County should have paid Marshall for the comp time hours she had accumulated when her job title changed or whether the hours should be prorated because of Marshall's change in salary.

Commissioner Crouch believed the County should not penalize an employee for getting a promotion.

❖ A Motion was made by Commissioner Howell to allow Nancy Marshall 25 hours of comp time to be converted one-to-one to PTO due to her change in job description. It was seconded, followed by discussion that a policy be adopted, and carried with unanimous ayes.

RICK HABERMAN—ISSUANCE OF TAX EXEMPT APPLICATION

Assessor Rick Haberman, Treasurer Tevian Ekren-Kober, Clerk/Auditor/Recorder Michelle Emerson, and Sheriff George Oppedyk were present.

Rick Haberman asked the Commissioners if it was permissible to e-mail the Application for Property Tax Exemption (63-602NN) to interested parties.

Tevian Ekren-Kober reminded the Board that the County had previously sent it to a company wishing to make an application, and the Commissioners agreed to transmit it to anyone requesting it.

MICHELLE EMERSON—CREDIT CARD USAGE

Clerk/Auditor/Recorder Michelle Emerson, Treasurer Tevian Ekren-Kober, Assessor Rick Haberman, and Sheriff George Oppedyk were present.

Michelle Emerson questioned whether it would be appropriate to turn in a lunch claim for a committee formed to study whether to hire the public defenders or to leave them on a contract basis with the County.

The Commissioners discussed whether it would be befitting for the County to pay for a working lunch.

A Motion was made by Commissioner Howell to put in the policy manual that payment for working lunches for business matters where substantive matters would be discussed would be allowed.

Discussion was held, with input from Rick Haberman, Tevian Ekren-Kober, and Sheriff Oppedyk.

Commissioner Howell withdrew his motion.

Ekren-Kober was excused.

❖ A Motion was made by Commissioner Howell to approve the one-time working lunch expenditure for Michelle Emerson. It was seconded, followed by discussion, and carried with unanimous ayes.

VOTE FOR JEROME CHAMBER OF COMMERCE DIRECTORS

The Commissioners were in receipt of a form from the Jerome Chamber of Commerce to nominate five directors for the Commerce Board of Directors.

The Commissioners chose to submit the names of Mary Slim, Ben Crouch, Bruce Jensen, Gus Peterson, and Mike Young.

PLAQUES FOR COMMISSIONERS AND PICTURES OF JUDGES

The Commissioners agreed that it would be a good idea to display in the Courthouse the names and dates of service of all former Jerome County Commissioners as well as pictures of the current Commissioners.

The Commissioners also discussed hanging pictures of former judges in the Judicial Annex Building.

COMMISSIONER CHAIR PURCHASES

The Commissioners agreed on the purchase of chairs for their desks.

HOLIDAY CLOSURES

The Commissioners discussed briefly employees' requests for extra paid holidays the day after Thanksgiving and Christmas Eve.

They determined to revisit the matter on February 19.

SPEAKER SYSTEM

The Commissioners considered using microphones and a speaker in their boardroom and determined to continue their discussion after more investigation.

BUSINESS AND/OR ADMINISTRATIVE MATTERS

The Board signed a Payroll Claims Approval By Fund dated January 9, 2019, for the December 23, 2018, through January 5, 2019, payroll period, with a grand total of \$291,713.37.

The Board signed an Employee Wage Change form to increase the salary of Deputy Sheriff Lorin Thompson due to his promotion to senior deputy.

The Board signed leave requests for Brent Culbertson, Nancy Marshall, and Mario Umana.

APPROVE TIME RECORDS

The Board approved Employee Time Records for Cody Cantrell, Brent Culbertson, Deserae Jones, Nancy Marshall, and Mario Umana for the January 6, 2019, through January 19, 2019, payroll period.

Tuesday, January 22, 2019

Page 3 of 10

COMMISSIONER REPORTS

Commissioner Crozier reported from the South Central Community Action Partnership and Crisis Center board meetings. He said the Crisis Center was conducting a sustainability study with a goal to provide at least half of its funding after the termination of State grant funding.

Both Commissioner Crozier and Commissioner Crouch had attended a Republican Central Committee meeting.

Commissioner Howell reported from a Southern Idaho Economic Development (formerly SIEDO) meeting that the organization had received many inquiries from potential incoming businesses. He had also served on the Magistrate Committee, which selected a new magistrate from Boise.

TIM LARSON—AIRPORTS REPORT

Airports Manager Tim Larson was present.

Tim Larson said that he and the Jerome Airport maintenance employee were inspecting the Jerome Airport fence lines for breaches, and Commissioner Howell asked that they also remove the tumbleweeds along the fence.

Larson said he had learned that it would be 60-90 days after the federal government shutdown before the Federal Aviation Administration would be able to move the weather station at the Jerome Airport to the new terminal.

Larson informed the Board that he would need to replace the blades on both the loader and the truck at the Jerome Airport after the current snow season.

➤ Commissioner Crouch asked that Larson bring estimates on January 28 for new fuel hoses at the Jerome Airport.

TANYA STITT—EMERGENCY MANAGEMENT REPORT

Emergency Management Director Tanya Stitt was present.

Tanya Stitt presented a monthly written report and a brief overview of the emergency management program and listed numerous tasks she had assumed as director, including the roles of an emergency manager.

Stitt also included upcoming trainings and exercises, one especially for the County Commissioners. She reported communications within the sheriff's office had been restored with the completion of the Green 41 project.

Stitt asked that the Commissioners sign a resolution to destroy certain records from her office.

❖ A Motion was made by Commissioner Howell to adopt Resolution 2019-1. It was seconded and carried with unanimous ayes.

Tuesday, January 22, 2019

Page 4 of 10

RESOLUTION NO. 2019- 1

WHEREAS the Jerome County Commissioners have received requests from the Jerome County Office of Emergency Management to destroy certain records as set out in Exhibit “A”, pursuant to Idaho Code Section §31-871; and,

WHEREAS this request, which lists the documents to be destroyed and are attached to this resolution as Exhibit “A” and are to be considered as if fully set forth in this resolution; and,

WHEREAS according to Tanya E. Stitt, Jerome County Emergency Management Director, the documents are 2000-2013 Financial documents, County, and Grant related, and 1985-2016 Miscellaneous Items that are completed, and no reason exists to continue housing these files, and these files need to be destroyed to allow for more storage space, and furthermore that some record of these matters will remain as the clerk’s office must retain certain parts of their files on these matters pursuant to I.C.A.R. 37; and,

WHEREAS proper administration of Jerome County government requires that old records and documents be periodically cleaned out and destroyed; and,

WHEREAS Idaho Code Section §31-871 does allow for classification, retention, and destruction of County Records and documents; and,

WHEREAS the records listed in this request according to I.C. §31-871(b) are classified as semi-permanent (1985-2016 financial records and Miscellaneous documents) records as determined by the Board of Jerome County Commissioners upon the advice of the Jerome County Office of Emergency Management and have been completed at least ten (10) and five (5) years ago, respectively, and therefore need no longer be retained and may be destroyed.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners for Jerome County, Idaho, that the following is hereby approved and adopted.

The records listed in this request have been maintained for the requested amount of time, are no longer needed, and therefore shall be destroyed.

DATED this 22nd day of January 2019.

ATTEST:

JEROME COUNTY COMMISSIONERS

/s/ Michelle Emerson
MICHELLE EMERSON, CLERK

/s/ Charles M. Howell
CHARLES HOWELL, CHAIRMAN

/s/ A. Ben Crouch
BEN CROUCH, COMMISSIONER

/s/ John Crozier
JOHN CROZIER, COMMISSIONER

EXHIBIT “A”

- | | | |
|----|--|--------------|
| 1) | EMPG GRANT YEARS 2004-2013 | DESTROY 2016 |
| 2) | SHSP GRANT YEARS 2004-2013 | DESTROY 2016 |
| 3) | COUNTY BUDGET TRACKING 2007-2011 | DESTROY 2018 |
| 4) | LEPC AGENDA AND MINUTES 2012-2015 | DESTROY 2018 |
| 5) | PRE-DISASTER MITIGATION GRANTS 2007-2010; 2013 | DESTROY 2016 |
| 6) | 2007 DOT HMEP GRANT | DESTROY 2011 |
| 7) | 2003 CERT GRANT | DESTROY 2007 |

- | | | |
|-----|---|------------------------------|
| 8) | OUTDATED EMERGENCY OPERATIONS PLANS
2006; 2009 | OUTDATED WITH EA UPDATE |
| 9) | MATERIAL DATA SHEETS 1985-1999 | DESTROY YEARS AGO? |
| 10) | OUTDATED MANUALS | As new versions are produced |

Stitt asked the County to satisfy federal regulations by adopting a policy enabling her office to transfer and dispose of property.

❖ A Motion was made by Commissioner Crouch to adopt the Jerome County Office of Emergency Management Property Transfer and Disposition Policy. It was seconded and carried with unanimous ayes.

Meeting recessed at 11:55 P.M.

Meeting reconvened at 1:15 P.M.

KIM DRURY—HARDSHIP APPLICATION

Social Services Director Kim Drury and Treasurer Tevian Ekren-Kober were present.

Kim Drury reported her findings of Thomas Thackeray’s ability to pay his delinquent 2015 property taxes of \$1,366.01 in order to avoid losing his property due to a tax deed hearing in May. She gave the Board a spreadsheet showing the approximate amount of his discretionary income per month and said that it was low.

Tevian Ekren-Kober told the Board that the Commissioners had forgiven Thackeray’s 2012 taxes in 2016. He had been admonished to set a schedule for catching up his 2013-2015 taxes. She said additional fees would accumulate on February 8 for the overdue 2015 taxes because of the protocol preceding a tax deed hearing.

The Commissioners discussed whether to forgive the taxes.

❖ A Motion was made by Commissioner Crozier to approve the forgiveness of 2015 taxes owed by Thomas Thackeray in lieu of a timely payment for his outstanding 2016 and 2017 tax liability by February 1 at 5 P.M. It was seconded and carried with unanimous ayes.

CHIARA NIELSEN—OVERDUE TAXES

Treasurer Tevian Ekren-Kober was present. Also present was Chiara Nielson by speakerphone. Present from the public were Mike Tylka and Don Zuck.

Chiara Nielsen addressed the Board on behalf of the Jeffrey H. Nielsen Revocable Living Trust property. She said her sister, who was responsible for paying the taxes for the Trust property while she was its trustee, had allowed them to be delinquent for three years. She asked for a reduction in the amount owed so that she would not lose the property to a tax deed.

The Commissioners discussed what was owed for 2015 taxes and determined to forgive the penalties and interest.

❖ A Motion was made by Commissioner Crouch to take off interest of \$162.46 and penalties and fees of \$8.66 for the Nielsen Revocable Living Trust if Chiara Nielsen pays the remaining amount of \$433.32 by February 8. It was seconded and carried with unanimous ayes.

TEVIAN EKREN-KOBER—TAX CANCELLATIONS

Treasurer Tevian Ekren-Kober was present. Also present was Mike Tylka.

Tevian Ekren-Kober explained that two vacant mobile homes owned by Gary and Marjorie Moore were offered for auction in 2017 because of delinquent taxes but were not sold. She said the assessor's office would remove the trailers for the 2019 tax year and that the land would go to a tax deed in 2020 because the owners were now deceased.

❖ A Motion was made by Commissioner Crouch to cancel the tax amount of \$1,283.86 plus penalties and interest in the amount of \$316.58 for Parcel Nos. MHH450038011AA and MHH450038011AB due to the property owners being deceased. It was seconded and carried with unanimous ayes.

Ekren-Kober told the Board a mobile home had been moved from the County with no accompanying paperwork but with taxes owing.

❖ A Motion was made by Commissioner Crouch to cancel the tax amount of \$555.06 plus penalty and interest in the amount of \$209.59 for a total cancellation of \$764.65 for Shawn Cofer, Parcel No. MHJ1P30000068B, because there is no way to collect the taxes. It was seconded and carried with unanimous ayes.

Ekren-Kober said a mobile home owned by Debra Ray, deceased, had been condemned by the City of Jerome and was destroyed in 2018.

❖ A Motion was made by Commissioner Crozier to cancel the tax amount of \$631.50 plus penalty and interest in the amount of \$231.56 for a total cancellation of \$863.06 for Debra Ray because the property no longer exists. It was seconded and carried with unanimous ayes.

Ekren-Kober told the Commissioners a vacant mobile home owing taxes had not sold at auction. She said the owner was now deceased and that his son was not interested in saving the mobile home or the property on which it was located. She added that the assessor's office would remove the trailer for the 2019 tax year and that the land would to tax deed in 2020.

Larry Hall and George Panagiotou were present.

❖ A Motion was made by Commissioner Howell to cancel the taxes for Al Scherzer, Parcel No. MHJ3700470120A, in the amount of \$480.56 plus penalty and interest in the amount of \$115.66 for a total of \$596.22 due to the owner being deceased. It was seconded and carried with unanimous ayes.

Ekren-Kober stated a mobile home in the name of Harvey Quesnell Ranches, Inc. should have been removed for 2017 because it is inhabitable due to fire damage.

Tuesday, January 22, 2019

Page 7 of 10

❖ A Motion was made by Commissioner Crozier to cancel the tax amount of \$99.98 plus penalty, interest, and sheriff's fees in the amount of \$86.54 for a total cancellation of \$186.49 for the 2017 tax year for Parcel No. MH1020E260900A. It was seconded and carried with unanimous ayes.

Kellee Traughber was present.

Ekren-Kober said property and a mobile home purchased from Karen Daniel, deceased, to add to the Jerome County fairgrounds should be exempt from taxes.

❖ A Motion was made by Commissioner Crouch to cancel the taxes for Parcel No. RPJ00000136146 in the amount of \$441.90 and Parcel No. MHJ0000136146A in the amount of \$409.06 for a total cancellation of \$850.96 because the County owns the property. It was seconded and carried with unanimous ayes.

MIKE TYLKA AND KELLEE TRAUGHBER—SNAKE RIVER CANYONS PARK BOARD REPORT

Present were Snake River Canyons Park Managing Board members Mike Tylka (chairman) and Don Zuck and secretary/treasurer Kellee Traughber; George Panagiotou; and Jerome 20/20 Executive Director Larry Hall.

Mike Tylka used a map to update the Commissioners on the progress and plans for the Snake River Canyons Park by its managing board. He gave the Board estimates from Slusher Construction for graveling two parking areas.

Tylka also presented larger estimates from Extreme Excavation for building two roadways.

Don Zuck stated the County could not develop the Park until it has an area safe from shooters and proposed directing shooters to the east end of the Park. He said a shooting area would eventually be built on the other side of the freeway.

George Panagiotou objected to directing shooting temporarily and advocated no action until shooting could be located north of the freeway.

The Board agreed that Zuck's proposal was a good place to start, and consideration of an ordinance was added to the January 28 agenda.

LARRY HALL—JEROME 20/20 QUARTERLY UPDATE

Fair Manager Jamie Rupert was present. Also present were Jerome 20/20 Executive Director Larry Hall and George Panagiotou.

Larry Hall brought the Board written information and expounded about economic development projects in the City of Jerome and throughout the County. He included information about six grants he is submitting to the Idaho Department of Parks and Recreation. Upcoming events were an annual meeting for Jerome 20/20 and an economic development forum.

JAMIE RUPERT—FAIRGROUNDS EQUIPMENT/BATHROOM REMODEL

Fair Manager Jamie Rupert and Attorney Mike Seib were present.

Equipment: Jamie Rupert told the Board of unused equipment worth less than \$250 at the Fairgrounds, and the Board approved of its disposal.

Bathroom Remodel: Rupert presented bids to remodel a bathroom in the Messersmith Building.

❖ A Motion was made by Commissioner Howell to authorize the expenditure out of the Fair Capital line for the bathroom remodeling and handicap upgrade at the Fairgrounds. It was seconded and carried with unanimous ayes.

Rupert said she would like to survey the area where the canning kitchen had been located.

- Commissioner Crouch asked that she first seek a plat from the City of Jerome.

MIKE SEIB—LEGAL COUNSEL

Attorney Mike Seib and Fair Manager Jamie Rupert were present.

Fair Contracts: The Board and Jamie Rupert discussed with Mike Seib a draft contract for leasing buildings at the Fairgrounds.

- It was determined Seib would bring revisions of the lease to the Board on January 28.

Policy Manual: The Commissioners asked that Seib write a revision to the Employee/Supervisor Manual stating that the County would pay the value of accumulated comp time to an employee if he or she moves to a salaried position.

Holiday Closures: The Commissioners discussed closing County departments on the day after Thanksgiving and Christmas Eve in order to establish uniformity of department closures. Commissioner discussion was continued until February.

4:50 P.M. - Commissioner Crozier was excused.

READ AND APPROVE MINUTES

❖ A Motion was made by Commissioner Crouch to approve the minutes of January 7 as written. 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. 1819-023.

Meeting adjourned at 4:55 P.M.

Tuesday, January 22, 2019

Page 9 of 10

Respectively submitted:

Jane White, Deputy Clerk

Charles M. Howell, Chairman

A. Ben Crouch, Vice Chairman

John Crozier, Commissioner