

JEROME COUNTY COMMISSIONERS

Monday, April 16, 2018

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

Meeting convened at 9:01 A.M.

Commissioner Howell could not be present.

COMMISSIONER COMMITTEE REPORTS

Commissioner Morley reported the Jerome 20/20 Economic Forum had included reports of successful business recruitments as well as plans to attract future development. He had also attended a Meet and Greet for the new Jerome Chamber of Commerce executive director, Cheryl Viola. Commissioner Morley also reported from a special meeting of the Southern Idaho Regional Solid Waste District. He said board directors had agreed to waive fees for extra residential waste from Gooding and Lincoln Counties.

Commissioner Roemer reported from an Airport Advisory Board meeting held in the new terminal. She said bylaws were introduced and that the board had not agreed on a recommendation for the fate of the former terminal building. She had also attended the Chamber open house for the new director.

BUSINESS AND/OR ADMINISTRATIVE MATTERS

The Board signed three Time Clock Correction forms for Cody Cantrell.

The Board signed Employee Wage Change forms for newly hired detention deputies Jacob Ewing, effective April 8, 2018, and Austin Dixon, effective April 15, 2018.

The Board signed Employee Wage Change forms for newly hired deputy clerks Charry Cushman, effective April 16, 2018, and John Lage, effective April 23, 2018.

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

Commissioner Howell signed six Catering Permits for the South Hills Bar & Grill, Hansen, to be used at The Risk Barn on the following dates: April 28, 2018, 1 P.M.-1 A.M.; May 10, 2018, 4 P.M.-1 A.M.; May 12, 2018, 1 P.M.-1 A.M.; May 19, 2018, 1 P.M.-1 A.M.; May 26, 1 P.M.-1 A.M.; and June 2, 2018, 1 P.M.-1 A.M.

Commissioner Howell signed a Permit for the Sale of Safe and Sane Fireworks to Brenda Pollard, Pocatello, to be used at 1800 Centennial Spur Drive, Jerome, from June 23, 2018, to July 5, 2018.

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APPROVE ATTENDANCE RECORDS

The Board approved Time Records for Garth Baker, Art Brown, Cody Cantrell, Brent Culbertson, Deserae Jones, and Mario Umana.

BRENT CULBERTSON—MAINTENANCE

Maintenance Supervisor Brent Culbertson and Clerk/Auditor/Recorder Michelle Emerson were present.

Carpet and Vinyl Bids: Culbertson presented flooring bids for the new Jerome Airport terminal and for the new break room in the Courthouse. Commissioner Roemer expressed she would like more durable flooring in the terminal before everything is moved from the former terminal building but that the Board had decided on April 9 to retain the current carpeting.

❖ A Motion was made by Commissioner Morley to authorize not more than \$1,000 for carpeting installation and removal in the new break room. It was seconded and carried with unanimous ayes.

Auction Items: The Board discussed the disposal of items stored in a shed at the Jerome Airport and determined to offer those worth less than \$250 to employees for their bids on a first-come, first-served basis, with a one-month deadline. Items no longer used and worth more than \$250 would be sold at a public auction.

Commissioner Roemer questioned whether a building at the Jerome Airport would be suitable for a shop for the maintenance supervisor.

➤ It was determined Culbertson would investigate the possibility of power and heat for the building.

Estimate for Heating and Cooling Unit at the Judicial Annex Building: The Board discussed replacing heating and cooling units, as allowed for in the FY 2017-18 Budget. Emerson advised there was adequate funding remaining in the budget to replace old units.

❖ A Motion was made by Commissioner Morley to replace the existing 15-ton rooftop unit at the Judicial Annex with a New Carrier 10-ton two-stage unit, not to exceed \$20,000. It was seconded and carried with unanimous ayes.

TIME CLOCK DISCUSSION WITH COMPUTER ARTS AND THE PLANNING AND ZONING OFFICE

Planning and Zoning Administrator Art Brown, P&Z Assistant Administrator Nancy Marshall, Clerk/Auditor/Recorder Michelle Emerson, Deputy Payroll Clerk Lorrann Morrell, Chief Deputy Clerk Tracee McKim, and Treasurer Tevian Ekren-Kober were present. Also present was Mitch Cromwell, president of Computer Arts.

Cromwell was present to listen to employ concerns about a computer program Computer Arts had written for Jerome County employees to use for punching in and out of work.

Brown, as the head of the department the Commissioners had chosen to pilot the program, did not like that the supervisor could not see the punches on an employee's time clock unless he or she needed an override by the supervisor.

Cromwell said his company would be developing a supervisor interface to remedy Brown's concern but that access to employee hours was not available to supervisors before using the computer program. The president said Computer Arts would work to make small changes to the computer program to make it more functional before the company could develop an enhancement like the supervisor interface.

Brown said the computer time clock also did not recognize comp time. Cromwell advised that use of the clock could be a training matter for employees.

➤ It was determined Computer Arts would provide a technician to work with Jerome County employees to alleviate their concerns about the computer program.

TANYA STITT—EMERGENCY MANAGEMENT REPORT

Emergency Management Coordinator Tanya Stitt was present.

Stitt expanded on her monthly written report. She said the Idaho Office of Emergency Management would have two monitoring visits to her office in April, with the attorney general's office in attendance at the books-monitoring appointment.

Stitt reported there was currently nothing operational on the tower on Highway 93 and that it was not tall enough for communications to the eastern end of the County. She said electricity to it could not be turned off because the tower lights were necessary for aircraft safety.

Stitt said she is developing a property transfer and disposition policy, which the County's legal counsel is currently reviewing.

Stitt told of courses she had completed, an upcoming LEPC (Local Emergency Planning Committee) meeting, a 2019 exercise, training courses, and a Cyber Security Summit in Boise on April 26.

Commissioner Roemer asked if Stitt were satisfied with the sheriff department supervising her office, and she said she was.

Meeting recessed at 12:11 P.M.

Meeting reconvened at 1:15 P.M. with all Commissioners present.

GARTH BAKER—AIRPORTS MATTERS

Airports Manager Garth Baker was not able to be present, but Planning and Zoning Administrator Art Brown was in attendance. Also present was Ralph Kincheloe, Airports Advisory Board member.

Report: Baker was not available for a report.

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Terminal Building: Kincheloe agreed with Commissioner Roemer that the Airport Advisory Board had mixed opinions of whether to demolish the Jerome Airport terminal after the Federal Aviation Administration moves its equipment to the new terminal.

Selection Committee for Airport Consultant: Commissioner Roemer suggested the Board ask five individuals to serve as a selection committee for an Airport consultant firm. Kincheloe said he would be willing to be on the committee, and Commissioner Roemer said she would like to serve also.

➤ It was determined Commissioner Roemer would also ask Michelle Emerson, Albert Lockwood, and Gary Oliver to serve on the committee.

Pre-Project Discussion with Planning & Zoning Office: Brown asked the Board to consider whether the County or the developer would be responsible for any necessary infrastructure at the Jerome Airport to support a new business there. The Board agreed that a developer usually pays for such costs.

Planning and Zoning Permit Technician Sharde McMillan was present. She said she had advised Mark Doer of Precision Aviation that he would need to involve designers before a pre-development meeting with the Planning and Zoning Office.

MICHELLE EMERSON—CLERK MATTERS

Clerk/Auditor/Recorder Michelle Emerson was present.

Furniture Request: Emerson requested to move the tables in the former law library and jury room in the Courthouse to the Judicial Annex Building in order to match the pews there in the fourth courtroom, to which the Commissioners agreed. She reported that plans for the additional courtroom and for meeting all ADA (Americans with Disabilities Act) requirements are progressing with Architect Barrett Craig.

Public Defender Grant: Emerson had completed a grant application for public defender funding from the State of Idaho for the Board's review. She anticipated the expected funding would be used to pay an additional attorney approved by the Board in the FY 2017-18 Budget and possible support staff.

❖ A Motion was made by Commissioner Roemer to approve County Clerk Michelle Emerson to send the Idaho Defense Grant Application to the State Public Defense Commission as presented. It was seconded and carried with unanimous ayes.

Defibrillator Purchase: Emerson stated it was necessary to have a defibrillator in the Courthouse building and that she could possibly obtain one from the Magic Valley Paramedics. Commissioner Howell suggested the County could purchase one from the ambulance district fund if necessary.

Estimate for Heating and Cooling Unit at the Judicial Annex Building: This matter was discussed, and a decision made, in the morning session with the maintenance supervisor.

❖ **Executive Session:** 2:31 P.M. - A Motion was made by Commissioner Howell to go into executive session per Idaho Code Section 74(206)(1)(a), hiring an employee. It was seconded and carried with a unanimous roll call vote.

3:46 P.M. - Return to open session.

❖ A Motion was made by Commissioner Roemer to approve the request by County Clerk Michelle Emerson for the addition of another position for her department. It was seconded and carried with unanimous ayes.

ART BROWN AND TED TURNER—LAZY T RANCH ESTATES AGREEMENT

Planning and Zoning Administrator Art Brown and P&Z Assistant Administrator Nancy Marshall were present. Also present was Curtis Turner.

Brown presented a written Agreement requested by the Commissioners on March 12. Ted and Curtis Turner had agreed to pay an amount for placing monuments in their subdivision within a set time.

❖ A Motion was made by Commissioner Howell to sign the agreement between Jerome County and Theodore Turner. It was seconded and carried with unanimous ayes.

GEORGE OPPEDYK—SHERIFF MATTERS

Sheriff George Oppedyk and Chief Deputy Gary Taylor were present.

Bids for Impound Yard Gravel: Present were Treasurer Tevian Ekren-Kober, Assessor Rick Haberman, and Appraiser Janie Myers. Also present was Buzz Renn, Idaho Excavators.

Deputy Taylor presented four bids for graveling a lot for an impound yard at the jail complex. The Board reviewed and discussed the bids with the deputy. He suggested the possibility of obtaining crushed asphalt from the City of Jerome when it reconstructs some of its roadways.

Renn offered some details about his bid and said it included good spec gravel.

➤ Commissioner Roemer desired to consult the County clerk, and the matter was added to the April 23 agenda.

School Resource Officer for Valley School: Present was Eric Anderson, Valley School District No. 262 superintendent.

Sheriff Oppedyk requested that the County commit to funding for a school resource officer for the Valley School in the 2018-19 budget year, saying the school district would provide \$24,000 toward the position. He provided written information showing the number of school resource

officers currently serving in Magic Valley. Sheriff Oppedyk said his department could provide an officer for the next school year until the County's new budget begins in October.

Anderson told the Board that because of the occurrence of school shootings, his district would be implementing different rings of security. He believed a resource officer would be a priority because having a police car on campus could be a natural deterrent to illegal activity and would eliminate delayed response time.

- The Board asked Anderson to present a written agreement for its consideration.

ROBERT BAKER—HOMEOWNER EXEMPTION

Treasurer Tevian Ekren-Kober, Assessor Rick Haberman, Appraiser Janie Myers, and Attorney Mike Seib were present. Also present were Robert Baker and Ben Crouch.

Baker stated that he owed two years of property taxes because the tax bills had been mailed to someone other than himself.

Ekren-Kober explained that a quitclaim deed had been recorded immediately following the recording of a warrantee deed, which had reverted the property to the former owner's name.

Baker requested that his property tax bill be adjusted to reflect a homeowner's exemption.

Commissioner Roemer verified with Haberman that Baker had not applied for the homeowner exemption.

The Commissioners discussed the request and determined that Baker should pay accrued interest and penalties.

❖ A Motion was made by Commissioner Morley to forgive the overcharge that was billed without the homeowner's exemption of \$3,113.54 for Robert and Anne Baker, Parcel No. RP005860020010, with the balance of \$4,110.64 to be paid today. It was seconded and carried with Commissioners Morley and Howell voting aye and Commissioner Roemer voting nay.

MIKE SEIB—LEGAL COUNSEL

Attorney Mike Seib was present. Also present was Ben Crouch.

World Fuel Contract: The Commissioners reviewed a contract presented by World Fuel on April 9 that Seib had amended.

- Seib said he would present the amended contract to World Fuel.

Public Defender Contracts: Commissioner Roemer requested that Seib consult the County clerk about the requirement from the Public Defense Commission for continuing public defender education so that he could add the requirement to their next contracts.

READ AND APPROVE MINUTES

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

INDIGENT MATTERS

❖ A Motion was made by Commissioner Morley to approve indigent matters as written. It was seconded and carried with unanimous ayes. No Cases were approved, denied, or dismissed.

Commissioners Howell and Morley as well as two sheriff deputies checked the Courthouse to make sure all visitors had exited by 5 P.M.

Meeting adjourned at 4:48 P.M.

Respectively submitted:

Jane White, Deputy Clerk

Charles M. Howell, Chairman

Catherine M. Roemer, Commissioner

Roger M. Morley, Commissioner