

JEROME COUNTY COMMISSIONERS

Monday, July 30, 2018

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

Meeting convened at 9:04 A.M.

COMMISSIONER REPORTS

Commissioner Morley reported that the Snake River Canyons Park Board had adopted new bylaws. He had also attended a Local Emergency Planning Committee (LEPC) meeting, where the Red Cross gave a report, and had met with the accountant for the County Urban Renewal Agency.

Treasurer Tevian Ekren-Kober was present to introduce her new deputy treasurer, Taylor Perkins.

Commissioner Howell reported SIRCOMM (emergency communications) now was staffed with 15 full-time employees. Its board had finalized its budget and was requesting a six to eight percent funding increase from each of the four participating counties. The Commissioner also reported from a joint powers board for juvenile detention; he said the number of detainees had decreased and that the detention center had passed its State inspection.

Commissioner Howell had walked through the Fairgrounds with the Fair Board, in preparation for the Fair and Rodeo August 7-11.

COMMEMORATIVE BRICK SALES

Commissioner Howell told the Board that either employees or the public could purchase commemorative bricks for \$20 a brick, which would include installation on the cement wall at the Courthouse.

Ben Crouch was present.

The Board agreed to offer the bricks to employees and the public.

DISCUSS AIRPORT INTERVIEWS

Present was Ben Crouch.

The Board was in receipt of three candidates that the Airport Advisory Board had recommended to interview for manager of the Jerome airports.

➤ The Board determined to ask its legal counsel whether there would be a conflict if it would select a manager before the closing date on an advertisement for the job opening.

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DETERMINE CEMETERY LEASE RENTAL AMOUNT FOR FY 2018-19

Present was Ben Crouch.

❖ A Motion was made by Commissioner Morley to allow the cemetery board to rent an office in the Courthouse for \$1 a year, beginning October 1, 2018. It was seconded and carried with unanimous ayes.

BUSINESS AND/OR ADMINISTRATIVE MATTERS

Present was Ben Crouch.

Commissioner Howell signed four Catering Permits for the South Hills Bar & Grill, LLC, Hansen, to be used August 4 and August 19, 2018, from 1 P.M. - 1 A.M.; August 28 from 4 P.M. - 1 A.M.; and August 31 from 1 P.M. - 1 A.M., all at the Risk Barn.

The Board signed Employee Wage Change forms to hire Taylor Perkins as a deputy treasurer, effective July 30, 2018; to increase the salary of Deputy Sheriff Chad Kingsland because of his obtaining an advanced POST certificate; and to increase the salary of Deputy Sheriff Ashley Casey, retroactive to April 14, 2108, because of a longevity oversight.

The Board signed a leave request for Brent Culbertson.

The Board signed a Claims Approval Report dated July 27, 2018, for the Restitution-Courts Fund, with a total of \$3,896.87.

The Board signed a Warrant Register dated July 18, 2018, with a total of \$2,715.56.

The Board signed a Payroll Register-Accounting Summary dated July 13, 2018, with a total of \$1,741.47 for a July 13, 2018, payroll.

The Board signed a Direct Deposit Summary dated July 12, 2018, with a total of \$113,226.72 for a July 13, 2018, payroll.

OLD BUSINESS

Present was Ben Crouch.

Commissioner Morley reported the Snake River Canyons Park Board had designated shooting locations in the Park and that he would give coordinates to legal counsel.

Present was Glenneda Zuiderveld.

Commissioner Roemer was excused.

CODY CANTRELL—VETERANS SERVICES REPORT

Veterans Service Officer Cody Cantrell was present. Also present were Ben Crouch and Glenneda Zuiderveld.

Cantrell reviewed his monthly written report, which included statistics showing 23 office and four home visits, one St. Luke's visit, and a community outreach to the Veterans of Foreign Wars. He said the three-day training he had attended in Boise was informative and that he had brought back a binder of information.

Commissioner Roemer was present.

Cantrell continued with details of his training opportunity and said approximately 100 persons had taken advantage of it. He added that he had Korean War books available.

MICHELLE EMERSON AND TRACEE McKIM—FY 2018-19 BUDGET WORKSHOP

Clerk/Auditor/Recorder Michelle Emerson, Chief Deputy Clerk Tracee McKim, and Sheriff George Oppedyk were present. Also present were Ben Crouch and Glenneda Zuiderveld.

McKim reported budget requests from department heads, following their review of the proposed FY 2018-19 budget.

- McKim explained two requests from the sheriff's department that could change budget lines in the proposed budget. She said that the sheriff's department had failed to submit a longevity raise for an employee and requested that the salary increase be retroactive.

- ❖ A Motion was made by Commissioner Morley to update the pay of Ashley Casey \$1 an hour, effective April 14. It was seconded and carried with unanimous ayes.

- McKim and Sheriff Oppedyk explained a request from the sheriff to raise his salary three percent in the current budget year and another three percent as had been determined for elected officials in the 2018-19 budget. The sheriff said he should not be penalized for no raise for the former sheriff in the current budget year.

Commissioner Roemer objected, preferring that the sheriff's salary remain at the amount he accepted when he was appointed until the next budget year.

- ❖ A Motion was made by Commissioner Howell to increase George Oppedyk's salary by three percent effective August 1 due to previous discussions on salary changes. It was seconded, followed by discussion, and carried with Commissioners Howell and Morley voting aye and Commissioner Roemer voting nay.

- McKim said she had received the budget request from emergency communications (SIRCOMM), which required an increase to the "Contracts E-911 Service" budget line in the General Fund by \$900 that she had taken from the Justice General "Contracts E-911 Service" budget line.

- McKim said the Planning and Zoning Department had requested three changes to the proposed budget. She explained she had budgeted for a part-time employee at 19 ½ hours a week rather than the 25 hours approved by the Board.

- McKim said P&Z had requested that a \$2 an hour raise be included in the budget for an employee who was expected to receive two additional certifications.

- The Board determined to include the extra funds for raises in the budget but to discuss salary increases with the P&Z administrator when the employee has earned the additional certifications. Commissioner Howell questioned whether it would be necessary to figure the extra \$2 an hour for the entire budget year.

- McKim stated Planning and Zoning had also promised the mapping employee a \$2 an hour raise when he had become fully certified.

- The Board determined to include the extra funds in the budget, with dispersal contingent on more information and Board discussion.

- McKim said the assessor had also requested additional funds for a salary increase because of an employee's successful completion of a class.

Assessor Rick Haberman was present.

Haberman said he had submitted an Employee Wage Change form for the employee who had completed a class the previous week.

- The Board determined to budget for the salary increase but not to grant it until Haberman submits confirmation of the successful completion of the class.

- The Board agreed to address at a future date the amount of salary increase for the completion of a class so that raises are uniform throughout the County.

- McKim said the emergency management director had informed her that the new position in her office would be full-time rather than part-time because of funds available from not hiring a new code enforcer.

McKim said there was not funding in the proposed budget for code enforcement.

- The emergency director had also claimed that her position was worth more than the raise formula for other employees. She still asked for a 21 percent increase rather than the seven percent increase available for other employees in her current wage category.

- Following discussion, the Board determined that the additional emergency management employee position remains part-time and that the director's salary follows the formula for other employees.

Commissioner Howell was excused for a phone call. Commissioner Roemer presided.

MARIO UMANA—JUVENILE PROBATION REPORT

Juvenile Probation Administrator Mario Umana was present. Also present were Ben Crouch and Glenneda Zuiderveld.

Umana presented written statistics from the juvenile probation department from June 23, 2018, to July 27, 2018, which showed 75 juveniles on probation and \$1,037.50 collected in fees.

Umana told the Board his office could no longer send unpaid juvenile probation fees to collections because of violating juvenile information. He suggested submitting just the parent information, to which the Board agreed.

Commissioner Howell was present.

Umana reported some probationers do not pay any of their fees but that his office works with those who make regular payments. He stated the alcohol conference three of his employees had attended provided much useful information. He also reported success in the diversion program, with only six out of 36 juveniles entering the court system.

JAMIE RUPERT—FAIRGROUNDS NOISE

Fair Manager Jamie Rupert was present. Also present was Gary Warr, chairman of the Fair Board; Ron Poston, Diane Poston, Bob Ward, Chris Ward, Phyllis Posey, Glenneda Zuiderveld, A. Ben Crouch, Chris Barber, Echo Stuhlberg, Marlene Turpin, Loran Allison, Ronald Posey, James Tinsley, Adam Wood, Kim Lee, Helen Brown, Sean Martin, Greg Dodson, Jennifer Williams, Calin Wayments, and Robert Kohler.

Rupert said the Fair Board had been discussing excessive noise from events held at the Fairgrounds.

Warr reported the Fair Board had discussed hiring County and City law enforcement for security during charged events at the Fairgrounds. It was also considering limiting music events to six hours, with special permission needed for additional hours. Warr said the Fair Board would not use decibel levels to measure sound, as had been advised by the County's liability insurance company (ICRMP).

Commissioner Roemer asked how excessive sound was determined, and Warr said it was based on calls of complaint. Commissioner Howell said the County could request that SIRCOMM notify the Fair of calls made to its emergency number.

Warr said the Fair Board was considering staggering events by avoiding back-to-back concerts. He added that the Fair had banned groups that had required the submittal of insurance claims to repair their damages.

Warr stated that special events do not use the rodeo sound system but provide their own microphones and speakers.

Commissioner Morley preferred having a security officer for every 150 attendees and closing events at midnight or at 8 P.M. on Sundays.

Warr said the Fair Board would take actions regarding noise from the Fairgrounds at its September meeting, and the Commissioners scheduled a report from the meeting on its September 17 agenda.

Members from the public addressed measuring decibel levels and suggested prohibiting the sale of alcohol at 10 P.M. They also addressed lighting, and Rupert said she would adjust it.

Meeting recessed at 11:45 A.M.

Meeting reconvened at 1:21 P.M. with Commissioners Roemer and Morley present with Commissioner Roemer presiding. Commissioner Howell had been delayed.

BRIANNE McCOY—PUBLIC DEFENSE COMMISSION UPDATE

Brianne McCoy, regional coordinator for the Idaho State Public Defense Commission, was present.

McCoy said that Jerome County would be receiving \$76,974 in grant funds from the Public Defense Commission in October. She reviewed the standards set by the Commission and said the County was doing a good job meeting them. She also said the County public defenders carried fewer cases than the workload standards set by the Commission.

EXECUTIVE SESSION—INDIGENT APPEAL HEARING, CASE NO. 1718-047 (recorded)

Social Services Director Kim Drury was present.

1:38 P.M. - A Motion was made by Commissioner Roemer to go into executive session per Idaho Code Section 74-206(1)(d) to hear an indigent appeal. It was seconded and carried with a unanimous roll call vote.

1:49 P.M. - Return to open session.

HILL BRANDSMA—WAIVER REQUEST FOR TAX PENALTIES AND INTEREST

Treasurer Tevian Ekren-Kober was present. Also present was Hill Brandsma.

Ekren-Kober said that Meeks Ranch had sold part of its property to Brandsma in 2015. Meeks paid its portion of taxes at the sale closing, leaving Brandsma's share owing.

Tax bills had been sent to Meeks Ranch, which had disposed of them because it had paid its portion of the taxes at the closing for the property. Brandsma became aware of the taxes as well as the penalties and interest accumulated after Meeks Ranch notified the treasurer's office of its receipt of the tax bills.

Brandsma asked for a waiver of interest and penalties, saying he had paid the taxes owed when he learned of them and that he had a history of paying his taxes early.

❖ A Motion was made by Commissioner Roemer to waive penalties and interest for Hill Brandsma on the property in question, Parcel No. RP08S18E200602. It was seconded and carried with unanimous ayes.

LUCY NOBLE—PTO AND ESL TIME

Appraiser Lucy Noble; Assessor Rick Haberman; and Deputy Clerk Charry Cushman were present.

Haberman said he and Noble did not realize that Noble could use extended sick leave (ESL) time when she had used PTO (paid time off) time for medical emergencies for her daughter.

Noble requested to restore her PTO by taking the hours she had used for her daughter's illness from extended sick leave rather than from PTO. She also requested reimbursement for her days without pay because she had used all her days of PTO for her daughter.

Those present reviewed Sections 4.5 and 4.5.3 of the Employee/Supervisor Manual, which covered using extended sick leave time.

❖ A Motion was made by Commissioner Roemer to transfer 37 ESL [extended sick leave] hours to PTO [paid time off] and then transfer six hours of LWP [leave without pay] to ESL, to be paid out upon request for Lucy Noble. It was seconded and carried with unanimous ayes.

DEPARTMENT HEADS—BUDGET REVIEW

Sheriff George **Oppedyk**, Chief Deputy Sheriff Gary **Taylor**, Juvenile Probation Officer Mario **Umana**, Extension Educator Gretchen **Manker**, Assessor Rick **Haberman**, Planning and Zoning Administrator Art **Brown**, Planning and Zoning Assistant Administrator Nancy **Marshall**, Treasurer Tevian **Ekren-Kober**, Clerk/Auditor/Recorder Michelle **Emerson**, and Chief Deputy Clerk Tracee **McKim** were present.

The department heads present said they had all reviewed the proposed FY 2018-19 budget.

McKim reviewed the proposed ambulance budget and said it was as the Commissioners had discussed on July 9.

❖ A Motion was made by Commissioner Morley to adopt a tentative ambulance budget as written. It was seconded and carried with unanimous ayes.

McKim said the amount of the tax levy had decreased because of the increase in the County's market value. Emerson said the new budget would not have to take \$44,947 from the taxpayers and that the County would also be in receipt of a new ambulance.

Commissioner Howell was present.

McKim presented a revised budget proposal reflecting that morning's budget workshop.

Emerson said decreases in “B” budgets by department heads had allowed funds for employee raises. McKim added that the generous raises incorporated into the budget were merit raises, to be determined by department heads and said the department heads would need to submit Employee Wage Change forms before the first October payroll.

Haberman expressed thanks on the part of employees for the wage increases. He suggested incorporating into the Employee/Supervisor Manual that employees repay increases granted for certifications if they terminate their employment with the County within a year after the increases take effect.

❖ A Motion was made by Commissioner Howell to approve the tentative budget for Jerome County for FY 2018-19 as presented. It was seconded and carried with unanimous ayes.

MARK DOER—PRECISION AVIATION HANGAR

Interim Airports Manager Justin McMillan was present. Also present was Kent Atkin, JUB Engineers; Mark Doer, Precision Aviation; and Airport Advisory Board member Jon Higley.

The Board continued its July 23 consideration of Federal Aviation Administration setback requirements for hangars (TOFA, taxilane object free area) with Doer and Atkin in anticipation of Doer building a hangar at the Jerome Airport.

- It was determined Atkin and Doer would measure the actual hangar distances.

The Commissioners discussed with Doer the installation of his hangar.

➤ It was determined the County would pay for locating water lines at the Jerome Airport and that Doer would fund the cost of hookups for power and water and restore any pre-existing conditions prior to his construction.

JUSTIN McMILLAN—AIRPORT MATTERS

Airport Interim Manager Justin McMillan was present.

Commissioner Roemer was excused.

Airports Report: McMillan presented an invoice from Western States CAT for \$3,967.65 to repair the loader at the airport. The Board had approved repairs on July 16.

McMillan said QT Petroleum was discontinuing its support within two months for all units over ten years old, which would apply to the Jerome Airport. He presented paperwork explaining the company’s decision and also offering a limited-time discounted price of \$13,145 for a new machine.

- It was determined McMillan would bring more information on August 6.

Commissioner Roemer was present.

McMillan reported Western States CAT would repair the broom attachment on the loader.

Water Lines: The Board told McMillan to find a company that would locate the water lines at the Jerome Airport.

Independent Fee Estimate: The Board continued its discussion of July 23 about obtaining an independent fee estimate to compare with the estimate by JUB Engineers to design an improvement project at the Jerome Airport.

➤ It was determined to request a proposal from Century West, to be reviewed by the County's legal counsel.

READ AND APPROVE MINUTES

❖ A Motion was made by Commissioner Morley to approve the minutes of June 12, 2018, as read. It was seconded and carried with unanimous ayes.

INDIGENT MATTERS

❖ A Motion was made by Commissioner Morley to approve indigent matters as presented. It was seconded and carried with unanimous ayes. Denied were Case Nos. 1718-074 and 1718-076; dismissed was Case No. 1718-048.

Meeting adjourned at 4:50 P.M.

Respectively submitted:

Charles M. Howell, Chairman

Jane White, Deputy Clerk

Catherine M. Roemer, Commissioner

Roger M. Morley, Commissioner