

JEROME COUNTY COMMISSIONERS

Monday, April 6, 2020

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

Meeting convened at 9 A.M.

COMMISSIONER REPORTS

Commissioner Crozier stated he had given a radio interview the previous week. He also said several local businessmen had complained about the government closures regarding the coronavirus.

Commissioner Howell reported he had met with County Clerk Michelle Emerson, Deputy Clerk Angie Bridge, and Attorney Mike Seib as well as Trial Court Administrator Shelly Tubbs, Judge Ingram, and Judge DePew in a teleconference about closing the Judicial Annex Building because of a case of coronavirus.

Commissioner Howell said he had sent the maintenance supervisor home on administrative leave until it could be determined whether his wife was suffering from the coronavirus.

Commissioner Howell said he had spoken with the administrator of a care center in Jerome who had questions about procedures concerning the coronavirus. He had also had phone calls about the closure of the solid waste transfer station because residents did not know that it was accepting residential refuse only on Saturdays and commercial waste Monday through Friday.

Commissioner Howell said a resident had protested about shooting over his house in the Country Club Estates. The matter was added to the Commissioners' April 13 agenda.

Commissioner Crouch said he had tracked statistics from the Public Health District regarding the coronavirus.

BUSINESS AND/OR ADMINISTRATIVE MATTERS

The Board signed a Direct Deposit Detail with a grand total of \$130,537.51 and a Payroll Claims Approval by Fund with a grand total of \$318,856.42, both dated March 19, 2020, for the March 1, 2020, through March 14, 2020, payroll period.

The Board signed a Direct Deposit Detail with a grand total of \$132,235.94 and a Payroll Claims Approval by Fund with a grand total of \$305,029.24, both dated April 1, 2020, for the March 15, 2020, through March 28, 2020, payroll period.

MICHELLE EMERSON—CLERK MATTERS

Clerk/Auditor/Recorder Michelle Emerson and Chief Deputy Clerk Tracee McKim were present.

Monday, April 6, 2020

Page 1 of 5

Credit Card Request: Michelle Emerson requested authorization of a credit card for the Office of Emergency Management so the County would not have to reimburse the director from use of her personal credit card in the event of an emergency related to the COVID-19 virus.

❖ A Motion was made by Commissioner Crozier to authorize the Emergency Management Office to apply for a credit card to allow for emergency expenditures during the COVID-19 pandemic, not to exceed \$10,000. It was seconded and carried with unanimous ayes.

Technology Equipment Purchase: Tracee McKim reported that Magistrate Judge Emory had requested a laptop computer for Courtroom 3 that would be helpful during the current pandemic as well as during normal courtroom operations.

❖ A Motion was made by Commissioner Crozier to approve the expenditure of \$1877.90 for a laptop computer for Courtroom No. 3. It was seconded and carried with unanimous ayes.

Contingency Expense: Emerson explained a mistake in administering credit cards had resulted in the County owing the Idaho Supreme Court. She her office would be submitting a resolution for a fund-to-fund transfer from the General Contingency Fund.

Amend Administrative Leave Policy: Payroll Clerk Charry Cushman was present. The Board did not discuss amending its administrative leave policy but considered notifying employees of necessary procedures when returning to work after an excusal because of the coronavirus epidemic.

This matter was continued until later in the morning.

LARRY HALL—JEROME 20/20 QUARTERLY REPORT

Clerk/Auditor/Recorder Michelle Emerson and Chief Deputy Clerk Tracee McKim were present. Also present was Jerome 20/20 Executive Director Larry Hall by speakerphone.

Larry Hall expanded on a quarterly written report of economic development projects by Jerome 20/20. His report included eight projects requiring ground-up construction; another eight projects in various stages; broken bridge and Snake River Canyons Park grant updates; and closure of the Wilson Lake bathrooms grant.

Hall said he would request a final invoice from the excavator for the Wilson Lake bathrooms and would work with the County clerk for the matching funds.

Hall reported he had benefitted from attending a Site Selectors Guild in Atlanta, Georgia. He said the construction of an additional hangar at the Jerome Airport by Precision Aviation as well as a tour of Millenkemp Dairy would be rescheduled.

Hall stated he was developing a marketing presentation with Southern Idaho Tourism and that the Tourism director had secured the services of a free photographer.

STEVE HINES—EXTENSION OFFICE REPORT

Present were Clerk/Auditor/Recorder Michelle Emerson, Chief Deputy Clerk Tracee McKim, Airports Manager Tim Larson, Maintenance Supervisor Brent Culbertson, and Payroll Clerk Charry Cushman.

The Board was unable to reach Steve Hines by speakerphone and e-mailed him that his monthly written report would be sufficient.

AMEND ADMINISTRATIVE LEAVE POLICY, Continued from earlier:

Present were Clerk/Auditor/Recorder Michelle Emerson, Chief Deputy Clerk Tracee McKim, Airports Manager Tim Larson, Maintenance Supervisor Brent Culbertson, and Payroll Clerk Charry Cushman.

Brent Culbertson reported the Judicial Annex Building was no longer closed and that the building and the juvenile probation offices in the Courthouse would be sterilized.

Charry Cushman expressed concern about paying out PTO after an employee has carried over 40 hours into his or her next employment year. She said that payment could become necessary because employees are using administrative leave rather than PTO time during the coronavirus epidemic.

❖ A Motion was made by Commissioner Howell that if employees reach their employment anniversary between March 1 and July 31, 2020, their PTO will carry over, allowing use until the end of the calendar year. It was seconded and carried with unanimous ayes.

TIM LARSON—AIRPORTS REPORT

Airports Manager Tim Larson, Clerk/Auditor/Recorder Michelle Emerson, and Chief Deputy Clerk Tracee McKim were present.

Tim Larson reported the professional cleanup of the fuel spill at the Jerome Airport might be delayed because the crews were being tested for the coronavirus. He stated he had sent samples of the contents of unused tanks at the Jerome Airport for testing to determine their make-up.

Larson said he had sprayed ground sterilant to prevent weeds at the Jerome Airport and that spraying the runway would require a temporary closure of it. He added that he had been cleaning up weeds and having his assistant fill in the former canal.

Fuel Island Cover: Larson said Vanden Bosh Welding had submitted a quote to cover the fuel island at the Jerome Airport but that he needed an illustration of the proposed design.

Fuel Sales Profit and Fair Profit Margin: Larson submitted profit margins for County airport fuel sales, as had been requested by the Board. The Commissioners discussed the figures with Larson and asked him to continue tracking the profit margins.

Apron Design Proposal: Larson presented three potential designs for the apron of the Jerome Airport, following the demolition of the former terminal. The most expensive one featured a flagpole with an inlay brick design surrounding it and a small dog park.

➤ The Commissioners discussed the designs and requested that Larson also seek opinions from the Airport Advisory Board and Mark Doerr with Precision Aviation.

Weed Clean Up: Larson said he had spoken with the Idaho Transportation Department about mowing weeds near the corner of the Jerome Airport.

Kent Atkin was present by speakerphone.

Paving at Hazelton Airport: As JUB Engineers airport consultant, Kent Atkin told the Board a grant to repave the runway at the Hazelton Airport was ranked No. 3 with the Idaho Transportation Department /Aeronautics. He informed the Board that the federal Care Act allows for no grant matches from local governments, which he said was good news about pending grant funding for the Jerome Airport.

➤ Atkin said he would update the Board again on April 20.

Emerson and McKim were excused.

Fencing at the Jerome Airport: The Board asked Atkin about the possibility of receiving grant funds for chain link fencing around the north and west sides of the Jerome Airport. Atkin advised to include the fencing project in an updated Capital Improvement Program (CIP).

MIKE SEIB—LEGAL COUNSEL

The Commissioners did not find it necessary to speak with their legal counsel.

READ AND APPROVE MINUTES

❖ A Motion was made by Commissioner Crouch to approve the minutes of March 17, March 23, March 26, and March 30 with noted corrections. It was seconded and carried with unanimous ayes.

Under “Commissioner Reports” on Page 1 of the March 23 minutes, Commissioner Howell added that two of the meetings he would have attended the previous week were cancelled due to the coronavirus.

The last paragraph under “Emergency Meeting Regarding the Coronavirus” on Page 1 of the March 26 minutes was amended to read, “Emerson swore in Commissioner Crouch to perform duties of the Fifth District Magistrate Commission. *Commissioner Howell stated the chair usually sits on the Commission, but he offered another Commissioner to take his position; Commissioner Crouch requested to sit on the Commission for the upcoming appointment of a new judge.*”

The fourth paragraph on Page 1 of March 30 minutes under “Commissioner Reports” was corrected to read, “[*Commissioner Crouch*] added that volunteers had cleaned up trash blown onto *Crossroads Point East* property.”

INDIGENT MATTERS

❖ A Motion was made by Commissioner Crozier to approve staff recommendations for indigent matters. It was seconded and carried unanimous ayes. Denied were Case Nos. 1920-044; 1920-039; 1920-042; 1920-021; 1920-038; and 1920-045.

Meeting recessed at 1 P.M. until April 9.

Respectively submitted:

Charles M. Howell, Chairman

Jane White, Deputy Clerk

A. Ben Crouch, Vice Chairman

John Crozier, Commissioner