

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES  
MARCH 13, 2023**

Meeting called to order at 9:00. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Mark Taylor, Emergency Management Rebecca Squires, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Chairman Hancock. Prayer offered by Commissioner Clark.

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**COURT INTERPRETER - NEIL WARD**

• **CONTRACT FOR PROFESSIONAL SERVICES – (ACTION ITEM)**

**9:03:08 AM** Colleen said they reviewed the contract the other day. Changed the dates and amount. Chairman Hancock does not like the automatic renewal. Mark said that is a policy decision. Commissioner Young said is this based on funds. Chairman Hancock said this will be renewed automatically for additional one year unless written notice to terminate. All before the first day of April for the year this agreement is in place. Still seems they are liable for the whole year. Neil believes there is another termination clause.

**9:03:56 AM** Colleen said the prior agreement was signed in 2016. Chairman Hancock said like Mark says just because they did this once does not mean they need to continue doing this. Colleen said this is in there because they forget to renew it then they do not have a legal contract. Chairman Hancock reads from the contract. Shall terminate upon the expiration of the term. Must give termination in thirty days. Does have non-appropriation of funds. Just does not like the automatic renewal. Commissioner Young asked if they have their terms and conditions. Chairman Hancock said it is not on there. Commissioner Clark said they can terminate at any time with notice. Chairman Hancock said that this states mutual agreement. This is just one he had a concern about. Commissioner Young said to stay consistent may want their terms and conditions attached. Chairman Hancock asked what Mark thinks. Mark thought they were. Should reference those. Chairman Hancock said they may not renew this at this time until they review the changes. Commissioner Clark asked on the amount. Chairman Hancock said they agreed to the amount and is already charging that. Noticed the last claim was that amount. Does have a couple of questions. Knows this was brought up by the Public Defender is that they are not needing this service anymore. Only had a few cases in the last six months where they had to have interpretation. Does not know. Says he is there.

**9:07:47 AM** Colleen said there are other things related to the Court that they need him for. Neil said this has been lighter. During winter months and the increase and decrease of workers in the area. This year has had a decrease but almost every session he interprets for a defendant. There are other services with the Clerk's Office, Family Services and Probation. Chairman Hancock said he is just going off of what they said. They may change a few things in this. Colleen will get this to him for review prior to coming in.

**IT – GARN HERRICK**

• **PLOTTER REPLACEMENT CLERKS OFFICE – (ACTION ITEM)**

**9:09:39 AM** Garn has a proposal to replace the plotter/scanner/printer down in the Clerk's Office. Bonneville Blue Print met with him last year and have had this for about eight years. Chairman Hancock said this has been seven years. Remembers when they bought it. Garn said they cannot get parts anymore. The ink is drying up before they can use it. This is a replacement unit. Is like the GIS Department has who is pleased with their model. Thinks they need to replace this. Would come out of his budget has money for it this year. Chairman Hancock said they only want to give him \$650 for the old one thinks they paid over \$10,000. This was supposed to be wonderful. Haven't ran that many copies. Garn said it was over 100,000 including scans. Mainly used for scanning in the big plat maps. Commissioner Clark asked the cost. Chairman Hancock said they want \$9,994 for a new one. Want \$699 for training and setup that seems steep. They have \$650 for a trade in. Garn said if they put this on the auction site they would get far less. Commissioner Young asked the price on the cartridges. Garn said they are \$90 apiece and there is six of them. Replacing each six months at least. Need to have all six cartridges working in order for it to print. Is an HP. This new one will print if there is not ink in all the cartridges. Chairman Hancock asked if this is laser. Garn said a laser printer like this would be very expensive. Colleen said the new one will print if one of the ink cartridges is dry. Chairman Hancock said HP must have had some complaints. Is \$1,000 a year for ink. Colleen said they do use this. Chairman Hancock knows that Engineering firms are always scanning with it. Commissioner Clark asked if they charge to use this. Colleen is unsure of the charge. Audrey said this used to be \$5 for a black copy and \$10 for a color copy. Chairman Hancock asked if they charge to scan. Garn said probably not. Colleen said they usually want a copy. Audrey said they scan the plats in as they come in.

**9:15:39 AM** **Motion by Commissioner Young to approve the purchase of a replacement plotter for the Clerk's Office from Bonneville Blue Print for \$9,994. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

• **REGRADE IT-3 POSITION – (ACTION ITEM)**

**9:16:05 AM** Garn said they brought this to them on the IT-3 position. HR and him talked this over decided it would be easier to switch the grade now than during the budget. Would like to regrade from a 9/14 to a 10/6. Starts lower on the step scale. Chairman Hancock asked the difference. So, a 9/14 is at \$65,800 and a 10/6 is \$65,484 so around \$400 decrease. Already halfway through the budget for this year so they have enough in the budget. When they do 2024 budget line they want this graded at a 10/6. Chairman Hancock asked if they advertised. Garn said they have. Rebecca said that is why they need to look at the regrade. Qualified candidates are coming with some experience and have salary needs. They are into the grade ten range. This is where the market is pushing them. Coming in with experience they will have more responsibility. Chairman

Hancock asked when they will fill this position. Garn is thinking the first part of April. The quicker they can get them onboard the sooner they can learn and they can continue with their projects. Commissioner Young does not see a problem with this. Garn said this is the same form did not have the grade on the last one.

[9:18:43 AM](#) **Motion by Commissioner Clark to approve the personnel action form for IT-3 network technician to be at a grade ten step six. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

## **COMPLIANCE – KEVIN HATHAWAY**

### **• UPDATE**

[9:19:40 AM](#) Kevin has two letters they talked about sending out. This is for watering the roads and having an obstruction or rights-of-way issue. If they want to look these over and if they have any changes can make those later today. Thinks this will help out. Will send out about 200 of these between the two violations. Commissioner Young thinks this looks fine. Kevin said if he does not hear any changes will proceed. Commissioner Young said this is a polite letter. Kevin said they are only here to correct these issues. Wanted to touch on this. There has been some criticism of the nuisance ordinance and himself. Does not wander around people's yards to gain evidence. Responds to complaints from public or other agencies. They address these. Safety issues and maintaining the roads and other infrastructure. They have a lot of roads and people using these roads. Wanted to make sure that was on the record. Does not ever do that. Working on eleven new complaints. Six of these have required action. Can receive a complaint but that does not automatically mean he goes out guns blazing. Maybe something that needs correction but is not a violation of the ordinance. Follow up on that. If he can talk to the person and the concern. Commissioner Young appreciates that. There are always two sides of the story. Commissioner Clark asked on the six complaints. Kevin said they have been snow pushed across the road. This is in the rights-of-way. This is like a rock when they slide into it. This is a problem that needs to be fixed. Better if they fix these issues. Couple of RV complaints. Have a lot of people living in RV's. That is hard for them this time of year. Some of these are skirted and some have a basement on these. The long and short of it is they need a permit for this. Need a permit from the Health Department. Some are responding better than others. Will go out and check after a storm. This is similar to watering the roads during the summer.

[9:27:39 AM](#) Kevin talked with Spencer on a spreadsheet. Thinking they can extract the information they want but keep this proprietary enough. Hoping to get this done in the next few weeks. Trying to develop the spreadsheet and talked with Milton on the software. Want to try and develop this for the system they end up with. Commissioner Clark said they could use pencil and paper. Do not need to develop a new system. Would be nice once it's going. Chairman Hancock said a spreadsheet would be nice to see the active cases and stuff like that. Kevin said that is the best way. Chairman Hancock said they can have hidden columns where they can delete the name and just use a case number on these. Protecting privacy but then they have something to look at. That is the big key. Talked to a guy twice and then called him. Would have been nice to know.

[9:30:44 AM](#) Kevin knows they want this and will work on it. Wants to break this down by category. Chairman Hancock said Excel can do that. Kevin said they did receive some proposed changes on the nuisance ordinance. The thing in the ordinance most of these things were already in this. The update clarified the process and violations. There is nothing diabolical in this that has not been there forever. This is just being enforced now. Have received a copy of the Impact Fee Capital Improvement Ordinance. Should have something for them to review by next week. Then will need to organize this for a hearing. Does talk about the ambulance and they kind of addressed this but need to make sure this is what they want and need. The costs have gone up. This will be the task is deciding where to set this on the spectrum. Impact fees go toward new development and impact. Can blend this cost into a house price easier than going back and taxing someone. Right now, they charge \$310.90 for a residence and this appears this will be much higher depending where they adopt this. Will have to look at the range.

## **COMMISSIONERS**

### **• WEST SIDE SOIL & WATER CONSERVATION DISTRICT – LETTER OF INTENT – (ACTION ITEM)**

[9:34:14 AM](#) Colleen said this is their intent letter. Commissioner Clark reads. "The Jefferson County Board of Commissioners, barring unforeseen emergencies, affirm that we intend to consider a budget request in the amount of \$2,500 to the West Side Soil & Water Conservation District for the FY year 2023. (July 1, 2023 to June 30, 2024) Such funds are to be used by the district to carry out active conservation programs as Outlined in the Districts annual work plan. It is also our understanding that the State of Idaho may match county funds received by the West Side Soil & Water Conservation District, not to exceed twice the county allocations, provided the State legislature appropriates adequate funding to meet the requested match." Chairman Hancock said this is budgeted now and will put this in the next budget.

[9:35:38 AM](#) **Motion by Commissioner Clark to approve \$2,500 to go to the West Side Soil & Water Conservation District. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

### **• APPROVE CLAIMS – (ACTION ITEM)**

[9:36:36 AM](#) Commissioner Young said he did not see anything. Chairman Hancock will look for his comments. Commissioner Clark said it costs a lot for things to be checked out. Chairman Hancock said it was \$900 to check out the fire alarms. Commissioner Young said there was some others that seemed high. Chairman Hancock said they had some electrical plug ins. Mike's Service & Repair cost for a plug in for the Assessor, light switch for bailiffs and plug in for a storage closet. Not sure what all this entailed. Then the fire alarms were \$910 to test these and change the batteries. Thinks they should be able to do these themselves. Commissioner Clark asked on the water treatment. Chairman Hancock said they treat the boiler water. Saw some travel for Rebecca. Rebecca said they pay for the plane tickets then it will be reimbursed by FEMA. Using the Emmetsburg campus. Chairman Hancock asked if she has been there before. Rebecca said no they had the pandemic and the class was cancelled. Will not be reimbursed until May on this.

[9:41:29 AM](#) **Motion by Commissioner Young to approve claims from 2/27/2023 to 3/10/2023 for \$686,307.35. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **APPROVE CERTIFICATES OF RESIDENCY – (ACTION ITEM)**

[9:41:54 AM](#) Motion by Commissioner Clark to approve certificate of residency for spring 2023 for College of Eastern Idaho for Katelyn Angell. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

- **APPROVE COMMISSIONER MEETING MINUTES – (ACTION ITEM)**

[9:45:16 AM](#) Motion by Commissioner Young to approve commissioner meeting minutes from January 9, 2023 with noted changes. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[9:45:40 AM](#) Recess until 10:00

Open session 10:00

## **PUBLIC WORKS – ROB CROMWELL**

- **UPDATE**

[10:01:45 AM](#) Rob said he just talked to LHTAC and sounds like they will be funded for the project on 1900. If he understands this right the funding would come after October for fiscal year 2024. Would be able to do that project next summer. Chairman Hancock asked the amount. Rob said this is \$100,000. Keeping an eye out on the snow melt west of Roberts. Working with the Sheriff's Office to patrol the area. If they see water moving across the roads they have supplies and equipment staged in Roberts to get the roads shut off. Working with Rebecca and has done a good job on the action plan if the situation arises. Thinks they are ready. Could open the C&D pit for sandbags to be filled if these become needed. Once they get some snow melted at the Roberts shop may have a fill location. Commissioner Clark asked where the public can buy sand bags. Audrey said Lowe's. Rebecca said Army Surplus. Chairman Hancock said other counties are now looking at flooding this spring too.

[10:06:10 AM](#) Rob said they are trying to think of ways to help the public protect their properties. Later today is leaving for Boise for the Solid Waste Conference. If he needs to will come back if a situation arises he can. The snow today could turn to rain later today and tomorrow. Going to keep an eye on this. Risk of this staying cooler longer have a higher likely of this warming up quickly and could also lead to trouble. Sending equipment out west to try and dig out the ends of culverts. There are a lot of places the water will not be able to get to these culverts. Trying to give the water a place to go.

[10:08:14 AM](#) Chairman Hancock asked if the snow blower is working. Rob said they did. Mike is working with Brian and see where they should deploy this first. Broch said the other one they bought thinks they can get that rolling pretty quickly. Chairman Hancock knows they have one lane roads on the westside. Rob said the V plows cannot throw this up over the snow banks so they need that rotary.

[10:09:34 AM](#) Rob said he has been working with Circular Butte to get some engineered estimates to get an underground water storage tank. Right now, the water system out there is undersized. They cannot run irrigation the same time they fill a water truck. Or even run the sink in the shop. Just not enough water flow from the existing pump. Installing an underground water storage that is 25,000 to 50,000 gallons. This will give them a buffer to use the water for other things. The water truck will be important once they resume composting.

[10:12:17 AM](#) Commissioner Clark asked on an estimated cost. Rob said he was going to get some engineered estimates. Have some funds available for facility improvements out there. Wants to see if this would be sufficient. Commissioner Clark asked on the well is this limited capacity or the pump. Rob said the pump is probably the size for what the well can produce. When they fill an 8,000-gallon water truck it is pretty slow.

[10:13:26 AM](#) Chairman Hancock noticed they are filling in pot holes. There are some really bad ones. Rob said they are not ignoring the pot holes the ambient temperature needs to be at least 35 degrees for this to take hold. Then they fill these with the cold mix. Chairman Hancock said most of the pot holes are still full of water right now anyway. Commissioner Young said they have kept the snow off the roads pretty good this year. Rob said they are not running the durapatcher truck right now because they cannot get oil. As soon as they can get oil it will be out. Chairman Hancock said it needs to be a bit warmer. Rob said they can start patching pot holes at forty degrees but that oil is more expensive.

[10:16:20 AM](#) Rob said they got bulk asphalt patch. The priority this week will be filling the ones they can. If there is one they find that is really bad will get out there and fix it. Chairman Hancock said they may just need to add some gravel to these. Rob said they are trying to hit the most severe ones they know of. One exception is on County Line before the River Bridge. Going to fill the worst ones there but will need to assess the situation the best option may be to mill this and put a layer of asphalt down that does not have all the old bad stuff under it. Asked for any questions. Commissioner Young asked if they are getting close to breakup speed limits. Rob said if Mike has a crew available will start going out at the end of the week or the beginning of next. Thinks Madison is doing the same next week. Bonneville may be a bit behind.

## **INSURANCE – CARLOS APONTE - CANCELLED**

- **REPORTING**

[10:21:00 AM](#) Colleen said Carlos will need to reschedule left the information up in Driggs.

## **PLANNING & ZONING – MILTON OLLERTON**

- **UPDATE**

[10:21:20 AM](#) Milton said building permits are up have twenty-five already this month. Chairman Hancock said they are fully staffed. Did speak with Vernon on the software. Milton said they had a demo this last week on the software. Had Eric, Rob there and Garn and spent two hours going over their software. Vern and Jeff both went over to Bonneville County spent three hours watching them running this software. The benefits they can train the staff to write the reports this produces. Once they get the data in they can write their own reports. Do not need to rely on the company to write the reports. The good thing about that a lot of documents they produce the staff report, building permits and inspections happens a lot quicker if

they can use the software. That is the benefit for him. The other thing they can pull up the map and see where the building permits are located. Works with the GIS system. This is an Esri based system. Puts a pin on the map for building permits. Chairman Hancock asked the name. Milton said this is called City Works. Chairman Hancock said that Bonneville County uses this. Does anyone else? Milton said Rexburg has used this for eight or nine years. They have a whole video on them. Chairman Hancock asked how this compares price wise. Milton thinks it will be about the same. Will depend how much they build for them. Interesting thing is they use contractors to configure the software. They do not do this themselves. There is a company in Utah they are talking to on configuring their software. Thinks this should be an easy task because they are already using this in Bonneville County. If they go with a similar package is hoping they can put this program into here. Would be able to move things around and make it work quicker. Looking at a September date to go live. Already slowed down the CivicGov stuff and asked them to stop working on the planning module. Focusing on trying to fix the problems they are having. Almost every day they have a problem with billing or some issue. Some of this takes a week to ten days to fix.

[10:26:28 AM](#) Chairman Hancock said this sounds like a lot more work. Milton said it is but they will get there. This other company seems a lot more promising. Chairman Hancock said they should see about a recourse or a refund from CivicGov. Spent so much time. Advertised and said they could perform. Has spent hours working on these issues along with the cost of the software.

[10:27:17 AM](#) Milton does want to set up a meeting with DEQ to talk to the Board and Planning Commission. As they continue to address some of these issues that the public has concerns with. Looking at single-wide manufactured homes and RV's as dwelling units. Need to understand the impacts they have on the groundwater. Want to have that discussion as they move forward. Chairman Hancock said Boise is having some of these issues right now. Asked that he come over next Friday to meet with DEQ, Department of Water Resources and Legislators regarding the aquifer and domestic wells and water recharge.

[10:28:55 AM](#) Milton is interested on the impact fees and the will of the Board. There is public outcry for impact fees. May not understand that schools do not have impact fees by state law. If they come up with an increased fee will not benefit the schools. This is roads, fire, ambulance and parks. The recommended numbers are high. Will decide how far they want to go with this. Commissioner Young said they need to look at the recommendations. This is designed so current taxpayers are not paying for those coming in. Milton agrees. When they put in a subdivision and talk about how the roads in the specific area but affects intersections and roads everywhere. This is good wanted to make sure they were thinking the same.

#### **EMERGENCY MANAGEMENT – REBECCA SQUIRES**

[10:30:45 AM](#) Rebecca clarifies on the sandbag policy. In the past in 2011 or 1997 sandbags were distributed on a large scale. The policy does allow for public distribution this is an emergency storage. If this is preparatory work this is something they need to provide for their own property. If they have active flooding they can organize a community event. There is still a cost associated so they can upkeep their stockpile.

- **LOWER LEVEL STORAGE – (ACTION ITEM)**
- **ARCHITECT CONTRACT – (ACTION ITEM)**

[10:31:40 AM](#) Rebecca just got an email about bid opening for the downstairs around mid-April. Before this time there are some things they need to discuss. Got an email from Scott Neilson has been diverted but jumping back into this knows Chairman Hancock has seen this. Did talk to Scott some. Rebecca said she just forwarded this morning to everyone else. Biggest thing is the storage. Have 4-H, Treasurer, Assessor, Planning & Zoning and Park & Recreation that has storage downstairs. Having our stuff down there can create issues for the contractor. Is this secure or if this was damaged. Need to be able to move this. Need to decide on the storage. Cleanest thing is to rent storage space and get this all out of there. This is the easiest for the contractor and would expedite the construction process where they are not working around this. This does incur another expense. Will be problematic for 4-H who is in the height of their season during the season. Has invited the departments that have storage to be here to render an opinion.

[10:34:48 AM](#) Chairman Hancock said he did talk to Scott Neilson. Everything that Rebecca just stated was his concerns. Thought this was the cleanest way. Commissioner Young said they handle this less. Chairman Hancock said he did give 4-H a heads up. Rebecca is not sure how much Assessor, Treasurer, Planning & Zoning utilize this storage. If they got a storage unit for a few months that was lockable. May need an onsite container for 4-H. Is just coordinating this.

[10:35:39 AM](#) Lorie said one challenge is the things in the storage they use during the summer. Sue and Amanda have come up with ideas. Is under the stairs is still available. Chairman Hancock thinks this is available. Rebecca said unless maintenance has used this. Sue said there is one wooden cabinet stored in there. Everything they do not use could shove into this area. Amanda said they have \$8,000 of Robotic Legos. These cannot be hot and cold. Will have to keep these in their office. Chairman Hancock asked if both stairwells are full. Amanda is not sure she did not look at the other side. Commissioner Clark asked on the storage upstairs. Could use the table storage room. Sue said these will need to be kept in the equipment. Amanda said shooting equipment. Chairman Hancock asked on the other stairwell storage. Chairman Hancock said if they could keep what they need. Commissioner Clark said they may be able to get a storage container. Chairman Hancock said the things that are temperature control would need to be kept in the building. Commissioner Clark said they could start any time after the bids are open. Lorie asked on the storage under the stairs. Rebecca thinks maintenance was using both. Chairman Hancock said they can talk to them. Rebecca said there is also a lot of stuff that needs disposed of. Chairs that are broken and file cabinets that are empty and need to be disposed of. Have a bit of a hoarding down there. Chairman Hancock thinks the stairwells would be a big help. They can rent containers may want to buy one they used to be \$3,000. Amanda thinks they are closer to \$7,000 when she looked. Commissioner Young said it probably depends on the size.

[10:40:39 AM](#) Rebecca does not know the needs of Assessor or Planning & Zoning does not know accessibility needs if this is all the time. Amanda knows that the far cage is utilized when she is down there. Not sure which department that is. Amanda said a storage container they can work out of it. Chairman Hancock said they could put this in the back. Jessica said this is the first she is hearing about this. Rebecca apologizes. Jessica said they do not go down there a ton. The DMV records are down there and aerials from the 70's and 80's. Not sure how often but the

appraisers were having to go to Planning & Zoning to get plans. Most of this is electronic. Still having to find plans sometimes. Does not have employees that can move all of that. Chairman Hancock said they will expect them to do that will hire movers. Just want to know where they can put this and what they need. Commissioner Young said they would need supervision. Jessica said the maps may need to find room for them. Chairman Hancock said this is temporary. Jessica asked if this is six months. Chairman Hancock thinks six to eight months. Commissioner Clark thinks that it won't take that long. Jessica said this is mainly DMV records. Rebecca said they do need something climate controlled. Jessica said for the maps. Chairman Hancock said they might be able to keep these in the office for the time being. Commissioner Young asked if they have an empty office. Jessica said no they are trying to clean out a storage room. Will need to see how much room they need for the maps. Chairman Hancock asked how much room they need for DMV records. Jessica said there are a lot of DMV records have to keep these for ten years. Rebecca said if they rent a storage unit or bring a container on site. Can look both ways. If climate-controlled storage is required that opens up a different issue. Would be renting an empty office and stashing stuff. Commissioner Clark said they do have an empty building in Mud Lake. Chairman Hancock said they may not want to drive out to Mud Lake. Jessica said they go out there once a week. Chairman Hancock said they would have to pre-plan when they go out there. Jessica said the maps are the biggest concern.

[10:46:00 AM](#) **Prosecutor Mark Taylor left room**

[10:46:06 AM](#) Milton said they have been scanning files. Once they have a digital record they no longer need to keep the paper anymore. File room is about empty. Will have some open file cabinets to donate. Ones downstairs could box up the information to store. Could hire some students to sit and scan. Got a quote for scanning and it was \$80,000. Chairman Hancock said they could hire a couple students to scan. Commissioner Young thinks that is a good idea. Milton said this is not a bad summer job. Once they are digital the motivation is they want to move around in the office and put in a conference table to meet with customers. Is motivation and they have been working on this. When they are digital when they finally get a software program can move these into that program. Chairman Hancock said they could put this into cold storage. Milton said the only problem would be public record requests would be the only issue. Chairman Hancock thinks they would try to keep it close here. Milton said they are done with the file cabinets. These are the big doctor office file systems. Not sure what they will want to do with those. Would be easier to fill boxes and put these in a file room. File room is almost empty right now. There is not that much down there would be thirty to forty boxes. Just scan a box at a time. Will need to have a surplus auction for the cabinets. They are about half inch too short for the final record collection.

[10:49:28 AM](#) Rebecca said it looks like she will look at storage units in the community or bringing in a couple of containers. Will also engage a moving company to help get things moved.

[10:49:54 AM](#) Mickey is over Zoom asked about leaving her in the corner and wrap a curtain around. Chairman Hancock said no. Mickey asked if there is an office for her to move into? Chairman Hancock said she can go out to the lake. Mickey said she cannot do her bills at the lake. Would have to hand write everything. Has so many during the summer time. Does not want to dump the billings on Marla. Rebecca asked about this is accessing Computer Arts system. Understands they cannot do this remotely. Knows in the past they have offered a work station in the Clerk's Office to do claims. Computer Arts does not work off site so Solid Waste, Road & Bridge and Weeds have to provide paper copies. Has to be onsite on the courthouse network to do this. Could go to the Commissioners or Clerk's Office. Mickey asked what she does with her paperwork. This is where she stores this. Know this will be a pickle in this but will need to find a spot for her. Rebecca said they will have an office space available but they need to build it. Mickey said that is six months out. The billing is the busiest in the summer. Need a secure spot for that. Rebecca asked if they could have a cabinet in a commissioner office. Asked if this would work for Mickey. Mickey said that is fine. Chairman Hancock said they have computers in their offices that could be used as well. Mickey said they can do what they need to do. Chairman Hancock said they will make sure there is a workspace. Will be able to do the invoices.

[10:53:15 AM](#) Rebecca will begin coordinating with those departments. The other decision point is on the court expansion. The preliminary estimate is \$875,000. Sent this that was in the first email with the storage questions. Rebecca said this was forwarded this morning. Has a draft contract and estimate. Rebecca said she did not realize the contract was still draft format. Should be the same template. Commissioner Clark asked on the lower level estimate. Rebecca will have to go back cannot remember what that amount was. Will find that information for them later today. Commissioner Clark asked if this is going to be two different bids. Rebecca said yes.

[10:55:02 AM](#) Rebecca said a few other housekeeping items. Can the contractor use the elevator? Thinks as long as they protect this they should be able to. Need a lay down area. Scott Nielson suggested the annex corner parking lot. This is where some disability parking is but there is other parking. May have to be flexible on this. Chairman Hancock said the weather should start getting better. Rebecca said by the time they need the lay down yard they should be clear. Jessica said they are flooding in the back-parking lot. All the vehicles were parked there and the snow was not removed. They are now under water. Rebecca said it gets confusing having two separate projects. Chairman Hancock said the one is \$875,000 and has the draft contract. Rebecca said the one has the draft contract. Should be the same the only change would be the numbers. Chairman Hancock does not see any problems. Everything is so expensive.

[10:59:01 AM](#) Rebecca said that she will put this on the next agenda so they have time for review. Will then bring in some numbers for storage now that they have some ideas. Asked if they have any questions or concerns to take to Scott Nielson. Chairman Hancock does not. Rebecca has some owner provided items will start looking for purchasing these after the bid process.

[10:59:57 AM](#) Chairman Hancock said on the bathroom's downstairs will put in shower units. This will cost a bit more to cut some of the flooring up. Thinks this is the right thing to do. Rebecca said they will have a small restroom in the training room so the youth is contained. Will keep them updated.

[11:00:40 AM](#) **Motion by Commissioner Young to adjourn at 11:01. Second by Commissioner Clark. All in favor – aye. Motion passed.**

*Scott Hancock*  
Chairman of the Board

*Audrey Moon*  
Clerk of the Board

*Colleen G. Hale*  
County Clerk



5/8/23  
Date

5/8/2023  
Date

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Date