

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
MARCH 20, 2023**

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

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ELECTIONS – CATHY DABELL

• **CANVASS MARCH 14, 2023 ELECTION – (ACTION ITEM)**

9:03:11 AM Cathy said they have the canvass for the March 14, 2023 elections. **(Exhibit A)** Chairman Hancock said they have the March election for #251 had two items on the ballot first question was the new middle school for \$75,000,000 for twenty years. The total no votes were 1,819 and the total yes votes were 2,458. So, the second question was the \$5,000,000 gym for Roberts. Had 2,883 vote yes and 1,383 vote no. Looks like one passed and the other failed. Is that correct? Cathy said they turn this over to the school district but this is two thirds majority.

9:04:54 AM **Motion by Commissioner Clark to canvass the March 14, 2023 elections for School District #251. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

9:05:25 AM Chairman Hancock said now they have the results for Ririe levy for joint School District #252. Requesting a levy in the amount of \$290,000 per year for two years. Total yeses were 145 and no's were 47. So, this passed.

9:05:54 AM **Prosecutor Mark Taylor is in room.**

9:06:10 AM **Motion by Commissioner Young to canvass the Jefferson County election results from March 14, 2023 for School District #252. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

9:06:30 AM Chairman Hancock said they have the results for School District #253. Authorizing a levy in the amount of \$360,000 for two years. Had 195 yes and 67 no so this passed also.

9:06:56 AM **Motion by Commissioner Clark to canvass the March 14, 2023 elections for School District #253. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

9:07:44 AM Chairman Hancock asked if they will try again on this bond. Cathy said they can in May, August and November.

PARK & RECREATION – MICKEY EAMES

• **ACME FIREWORKS CONTRACT – (ACTION ITEM)**

9:08:03 AM Chairman Hancock asked if she has a service animal. Mickey said she is registered. Good morning. Comes to them has the contract with Acme for fireworks. Have a PO for this and the signed contract. The terms and conditions they signed but does not have a signed copy yet. Will pay half now and half afterwards. Chairman Hancock asked if this is the total. Mickey said this is the county portion. Says on the PO the total is \$28,500 and shows what Tadd Jenkins is paying. Has been getting sponsor money in as well. Chairman Hancock said Tadd has agreed. Mickey said yes would not have done all of this without him.

9:09:22 AM **Motion by Commissioner Clark to approve the Purchase Order with Acme Pro Pyro for Independence Celebration at Jefferson County Lake for \$13,500. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

COMMISSIONERS

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

9:14:56 AM **Motion by Commissioner Clark to approve commissioner meeting minutes from January 3, 2023 with noted changes. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

SHERIFF'S OFFICE – SERGEANT SMITH

COMMISSIONERS ASSISTANT – AUDREY MOON

• **DOG IMPOUNDMENT CLARIFICATION/SNAKE RIVER ANIMAL SHELTER AGREEMENT**

9:15:05 AM Chairman Hancock asked if Officer Smith is coming. Audrey said he may not be here until 9:20. Commissioner Young said he never saw the email from Snake River. Chairman Hancock said the first he saw is what Audrey sent. Commissioner Clark said they billed them before where did this go? Audrey said this all used to come to her. Not sure why I was not included. Had gotten new management. Audrey said that she got a call on Tuesday night for a dog that was taken to Snake River and told the deputy they would not take the dog because the county does not pay their bill. Finally reached them on Wednesday and it was not due to billing it was because our contract ended on March 3. Sent all the information that I forwarded to them. It seemed like it went to the Board and Denise Bradley. Said they sent an actual paper copy to the Sheriff's Office. Chairman Hancock said they did not see anything. Audrey said they are open to renegotiations on the contract. There is an increase of \$35 a dog so it will go up from \$65 to \$100 per dog. They also want to take out the \$3,000 limit because if they have the dog come in with injuries they

want the county to pay for this. Chairman Hancock asked about Mountain River. Audrey said they have not gotten back yet will try again next week. Chairman Hancock asked if the city said what they were paying. Audrey said that Leland thought it was similar to the \$65 a dog. Will reach back out to them to see what they could do. They already contract with the City of Rigby and City of Ammon. Showed in the email they had seventeen dogs in one eight-month cycle and twenty-one in the next eight-month billing. Chairman Hancock said they have not exceeded their amount seems they want to raise the rates. Commissioner Clark is concerned on taking off the limit. Chairman Hancock said that gives them an open end. Audrey said a hurt dog can cost some money. Chairman Hancock said sometimes they have to euthanize. Audrey said the deputy that had the dog on Tuesday did end up having a broken leg. Not sure if they took it to a vet or not. Know that Sergeant Smith wanted clarification on what dogs they take.

[9:18:25 AM](#) Commissioner Young said maybe they could talk to Olaveson. Audrey said that is who she has a call into. This would be much easier for the deputies. Chairman Hancock knows they have a bigger facility out there. Audrey said South Fork does not have the facility. Did talk to Mountain River on Wednesday but will reach back out to them. The office manager was going to sit down with the vet. Was going to firm up some numbers on the number of dogs. I thought it averaged about thirty dogs in six months. Then comes the question what dogs do they take. Deputies have had some question on this. Someone finds a dog do they take it? Chairman Hancock said they find a dog. Audrey said someone picks these off the street. Personally, picks dogs up and tries to find their owners. Do not have any animal control here. Mickey asked if they have dog impoundment. Chairman Hancock said they do not. Had a contract with Snake River. Commissioner Young said they have so many rules and regulations on this. Mickey said they have so many stray dogs within the county. Chairman Hancock thinks maybe this is more than it is most of these dogs are owned by someone. Mickey said if they had to pay the fee to get them out. Audrey said if the owner does pick them up they have to pay the fee. Chairman Hancock said they need a chip or tag to be found. Mickey said they have more of a problem than people realize. Chairman Hancock said right now they need more information. Audrey hoped she would hear before. Commissioner Clark said even if they went back to where they were they still need the cap. Chairman Hancock said they will need to point out if they have no owner and are injured then they need to euthanize them. Audrey said that Snake River is a no kill shelter so they look at alternate options even if euthanization is best. There is a certain amount of dates they must keep them. Commissioner Clark asked if Madison County had an animal control? Audrey thinks Sergeant Smith has more information on this. Did speak to Snake River and told them she would let them know. Chairman Hancock said they never did see this. First, he saw was when she sent this. Commissioner Clark asked on the bill. Audrey said she did get the bill and will be on the next claim cycle.

[9:23:40 AM](#) Recess until 10:00

Open session 9:25

[9:25:25 AM](#) Sergeant Smith said he is here for clarification. Law enforcement is only in charge of vicious dogs. They have a dog at large offense in code. With that offense they can issue a written warning and go up to an infraction. Looking at his records they have this state code but the county has not adopted anything. County does not have any requirements on a tag or microchip. Without that then the state code comes into place. That is where the Sheriff's Office is to take care of vicious dogs. If one is hit by a vehicle this is handled like a traffic accident. The others that come in they as a public service look for owners. Canvas so many miles for the dog's owner. This is where the responsibility leaves them. Do not have transportation set up even with the contract with Snake River. Chairman Hancock said they had a kennel. Audrey said they had a kennel but believes it only fit in the pickup. Sergeant Smith said they have a pickup but is full of dive gear. Patrol vehicles are full of equipment. Wanted to get clarifications on the expectations.

[9:28:16 AM](#) Chairman Hancock said right now they are trying to find the best option on dog control. Really have not gotten involved with cats. Know they have feral cats. Sergeant Smith said they do see some cat issues but is a fraction of what they deal with on the dogs. What they transport is minimal compared to the calls. First option is looking for an owner. Do not have animal control or an ordinance officer. Have call takers not taking calls and having to go to Idaho Falls. Audrey said this contract is now terminated. Sergeant Smith said they found this out. Chairman Hancock said they had no idea. Sergeant Smith said they had a dog and did not know what to do. This is why they need clarification. They handle vicious dogs. Do not have an ordinance officer so they have facilitated this but with the call load. Need to know where they are on the expectations. Commissioner Clark said they went through this when they signed the contract. They would transport these as they could. Commissioner Young said they really do not have a vehicle. Sergeant Smith said they do not vehicles or catch poles. Audrey asked if they could contract with Mountain River would this be easier? Sergeant Smith said this is substantially closer. Commissioner Young asked on this being a compliance issue the compliance officer has a pickup. Could get a dog loaded up for him. Chairman Hancock is not sure they could get this done. Chairman Hancock asked on Madison County. Sergeant Smith said the City of Rexburg contracts with Madison County at \$65 a dog. Does have an agreement that the city comes first. If the city is full then the county is back to dealing with dealing with vicious animals. Luckily, they have an entity within their county that would generally accept them at \$65 a dog rate. City has the microchipping in place. Chairman Hancock said they could reach out to the City of Rexburg too. Commissioner Clark said they probably should explore where they can take them. Commissioner Young said they may need to look for a utility vehicle for the Sheriff's Office. Sergeant Smith said they have the Tahoe but they have their evidence bags, crime scene investigation items. About a third of the road guys are part of the dive crew so they have totes with wet and dry suits. Chairman Hancock said they may need a four-door pickup. Commissioner Clark said maintenance does have a pickup that might be available. Chairman Hancock said they will find the kennel. Sergeant Smith said he can get with Chief Fullmer.

[9:34:47 AM](#) Chairman Hancock said another thing they mention is getting some type of equipment. How do they handle a mean dog? Sergeant Smith said if they get a viscous one in the county the chance of them catching this is slim. If they go to a house with a pole with a rope hanging off of it they are probably going to take off. Done the dog at large citation. People pick these up and have an expectation they can take this to county. Do not have anything in place saying they do this. Chairman Hancock said they do not want to have any incidents like they have had out in Fort Hall. Sergeant Smith knows that Snake River does not take viscous dogs. Need to have a backup plan. Not sure if Mountain River will take these or not.

[9:36:57 AM](#) Commissioner Clark said out of the dogs they pick up are any viscous dogs. Seargent Smith said two weeks ago they had one they had to quarantine after finding their owners. Had a deputy almost get attacked by one. They are definitely out there. The dogs they transport is a

fraction of the dogs they deal with. Audrey asked if they allow someone to take a dog in they catch. Sergeant Smith said yes. Chairman Hancock said they will do more investigation. If they need a pole they can see the costs. Sergeant Smith said he asked on the amount Madison finds that are chipped. The percent of them being chipped is higher so have looked at getting a scan tool. One of these is in the \$600 range. Can scan the dog even if its chipped they have to register their name and address. At the very least the chip leads them to what facility chipped them. Gets them a trail to follow. Commissioner Young said it seems like they need to get a scanner and a pole. They could find the money somewhere could save them some time. Chairman Hancock said Madison scans them that is a good idea. Audrey said she will keep them all updated.

[9:40:44 AM](#) Recess until 10:00

Open session 10:00

PLANNING & ZONING – MILTON OLLERTON

- **VAC-23-01-01 – VACATION FOR DAVID FARNSWORTH – (ACTION ITEM)**
 - **REQUEST TO VACATE A PORTION OF E FAIRWAY DR. – JEFFERSON GREENS ESTATES SUBDIVISION**

[10:00:13 AM](#) Chairman Hancock said they will enter into a public hearing. Hopes everyone has the opportunity to review the vacation on a portion of Jefferson Greens Estates. Try to keep this as orderly as possible. They are not here to answer questions. Will start with our Planning & Zoning Administrator for an oversight to hear a neutral approach.

[10:01:24 AM](#) Milton Ollerton wanted to go through some statutes that govern a road vacation. Look at how they analyze this project against those statutes. Has a map on the screen that shows the portion that is being requested to be vacated. Is a connector road that connects E. Fairway Dr onto the Yellowstone Highway. Is about 300 feet long about three-eighths acres with two platted lots on one side and the other side is not platted or part of this subdivision. The request is this road be vacated in with the platted lots to avoid having to plat the unplatted lot. That lot was not part of the subdivision. That is the request. The access to get to this property is extensive. Get back in here they have two canals on either side. There is no flood zone. Served by Central Fire and School District #251. Have the Railroad which they will talk about more in a minute. Sent information out to agencies. Code says the Board has the right to hear a vacation as long as they follow these procedures they can vacate any public rights-of-way in the road system. This is done by resolution so is a two-part process. If the Board is to approve this hearing today on the vacation they would come back in with a resolution in the future once the conditions are met. Applicant has to pay a reasonable fee, set a hearing date and must have thirty days of notice for this hearing. Noticed twice in the paper on February 15 and March 1. Has to be noticed twice and have twenty-one days prior to today. Made those requirements. Noticed everyone in the subdivision and the agencies he showed on screen earlier. They did follow the statute properly. Letter G on the hearing the Commissioners will hear all information related to the proceeding and may give testimony. Some of the previous vacations he has been a part of the Board was told not to limit the amount of testimony. This is just information does not think this is a filibuster that goes on forever. Need to make sure they stay relevant. Letter (H) is the big question the Board needs to consider and that is if this is in the public's interest. Staff tries to get an analysis on what the public has to say on if this should be vacated. Have done this. Letter (I) says the Board determines if this has market value of more than \$2,500 the applicant can pay the difference. Hard to come up with this. Talked to Assessor's Office and they do not place a value on roads. In its current state it does not have a value. If they ask an appraiser how much .38 acres is worth they would probably pay as much on an appraisal as the property is worth. Not sure it is worth it or not. With the Assessor's Office they learned the roadway has no value so there is no recommendation. Need a resolution and the map has to be amended and changed. This is different from a land use file. This appeal goes straight to District Court if they are unhappy with a decision. Onto two and three. Two says they cannot abandon the roadway if they leave property without access. So, one of the conditions that lot one and block one would not have access if this road is vacated. So, they have a condition and the applicant indicated they would provide an easement to this lot if the road is vacated. Would hold the resolution until the easement was drawn up and record this easement with it. Number three in the event when they look at the plat map they show fifteen-foot easement for utilities. This is not proposed to be vacated. The vacation is for the roadway. The utilities would not be affected. The railroad has placed a barrier across this road can see the black line. Did not want this to be opened up because they have other crossings on the railroad that are close enough to this they did not want another one. The railroad has been fighting this. Been open to the idea if the county wants to improve this and make this a crossing they are open to the idea. Would take several years to do and wants the county to pay for all improvements across the railroad and turn lanes that are necessary and bringing the road up. Reached out to Road & Bridge asking what they thought about this. R&B was also concerned about the expense and maintenance. The Homeowner's Association offered to pay for an electric fence to go at the beginning of this road to allow for emergency access. The railroad seemed to be in favor and has not gotten confirmation since the guy has been on vacation and has not responded to him if they would open this up for emergency access. Sounded like they were willing to work with the county. Not sure why they would not open this up. Would be concerned if this is left open needs to be emergency access. If they call this emergency access then everything becomes an emergency. Need to make sure this is the procedure they are going to follow. Applicant is also indicating they will provide an easement through this area for emergency access. Also presented the idea on putting up a gate as well. If he did it he would manage the gate and all the maintenance. Will let him present all of the reasons they want to vacate this. Concerned on the maintenance of the property. The way it looks and how it affects him. Hard to see have two cars parked in the roadway that he is using to block them from driving across the barricade. Basically, driving on the property to get around this barricade. The HOA is concerned about this it was sold to them as being a second access. Showed them a written description to get to this property it is a chore to go around to get to this subdivision. Only certain areas they can cross the canal cannot cross just anywhere. Provides opportunity for a good solution. In the staff report listed conditions if the Board moves forward. That is, they need an easement for emergency access, relocate fire hydrant with the Homeowner's Association and provide easement for lot one block one. A lot to consider but mainly what is in the public's best interest. Chairman Hancock appreciates the information will have the applicant come up.

[10:15:24 AM](#) David Farnsworth 4015 E Fairway Dr. Like Milton has mentioned have a lot of issues with people coming across the tracks and onto their property because this roadway is blocked off. Show on the screen. Had UPS coming onto their property, backhoes, construction equipment and general public. Wife was concerned once went out and their child was out there laying in the yard and that gives them more concern.

This is a county road right there and it is not plowed or sprayed. Has to beat up his mower blade in the rocks to make it appear nice. During the winter this is another third of an acre to plow to get access to their home. They like their neighbors and the people in the area. Not trying to keep access from emergency vehicles. Thinks that is a great idea even if this does become private could allow an emergency easement. Does not want this to be any emergency would like to see if they have a home on fire would like the Fire Department to be able to get through. They do build electric gates that have special access for emergency vehicles so they always have a pathway. This is what he proposes is either this road is maintained or if the county does not want to put the expense in they vacate. Chairman Hancock has a few questions which property is his. David said the two houses on the north side. The other side was never platted as part of the neighborhood. Chairman Hancock asked how they come through. David said they are not in the neighborhood they have address as they are off of the neighborhood road. Chairman Hancock asked if this was the original access across. David said the white house was the original house. Commissioner Young thought the railroad was supposed to maintain an access for one home there. David said they have another private drive that comes down to the Taylors. There are two acre lots then Mike and Linda Taylor and they plow their own way in and out. Chairman Hancock said they do have an access across the tracks. David said yes but they cannot get emergency vehicles down here because of concrete barriers. The line is a power pole in the middle of the pole as well. Right now, emergency vehicles have to go back around 4100. Does not know as much on the incident but last year there was an incident that the neighbors put out a fire by the time fire department got there. Commissioner Young is kind of aware of what happened. Commissioner Clark asked who put the barricade up. David is not sure if it was the railroad or the county. Rob said it is not the county. Chairman Hancock said he will have an opportunity at the end for rebuttal.

[10:22:08 AM](#) Chairman Hancock said they will proceed with testimony will go with those in favor.

[10:22:20 AM](#) Phil Horn 4092 E 450 N is in the neighborhood. Does not see a problem with what Dave Farnsworth wants to do. This is not an open road but people come through. If they make this an emergency access if at all does think this would be a plus. Just sits there and is a spur in the saddle of not just the county but to David Farnsworth. Thinks the resolution should be that this is vacated and give him the responsibility to maintain it.

[10:23:35 AM](#) Michael Farnsworth 64 N 4000 E is David's brother. Does not have anything to add besides he has been witness to people flying around the barrier into his yard. Had a bike rack damaged for his four little kids that a car ran over while speeding through the property. They are asking to vacate the road. If they look at this road most anyone would like to say this has already been abandoned. Can hardly see this is a roadway. Hard to tell where the road comes through. If they look at vacating this it appears to him this has already been abandoned.

[10:25:09 AM](#) Chairman Hancock said they have Carl Anderson here as neutral.

[10:25:20 AM](#) Central Fire Chief Carl Anderson said he brings them the International Fire Code. Little bit of clarification this comes up on a regular basis anytime someone moves into a new home they get calls from the insurance company asking about fire hydrants in the developments and if they are in compliance. Do not have a secondary access so this subdivision is out of compliance. Have section D107.1 One or two family dwelling residential developments. "Developments of one- or two-family dwellings where the number of dwelling units exceeds thirty shall be provided with two separate and approved fire apparatus access roads." There are two exemptions. "Exemption one is where there are more than thirty dwelling units accessed from a single public or private fire apparatus access road and all dwelling units are equipped with sprinklers." Knows that has not happened. "Second exemption is the number of dwelling units on a single fire apparatus access road will not be increased unless fire apparatus access roads will connect with future development, as determined by the Fire Code Official." Do get calls from insurance companies. The insurance premiums have fire ratings in ISO that is who employees the State Fire Marshall. The code rating is a bit higher because they are out of compliance because of the apparatus access road. Time ago they did have green gates they kept a lock on and had keys to these gates. Took authority that this was accepted that they could access this through the green gates and lock. Railroad went in and said the railroad crossing was a private access and not public access so they put the blocks up and refused to move them. That is where those came from. Again, they look at approved fire access and apparatus roads. This needs to be an approved road that is compacted and will hold the weight of a fire truck. This is what he wanted to bring to them. A subdivision without a second access is out of compliance with the State of Idaho with the adopted International Fire Code. Commissioner Young said they did use this access at one time. Carl said yes at one time but when the railroad put up the barriers.

[10:29:42 AM](#) Chairman Hancock said they have against.

[10:29:46 AM](#) Fred Cowart says he is a combination of neutral and against. Lives in the subdivision at 4087 E 450 N. Is the President of the Homeowners Association. Formalized this HOA for the first-time last year in the last seventeen years. Looking at all of these issues. One they worked on with the Fire Department last fall was the fire hydrants had smaller ones that ran off the pump system and well. The well itself was a major connection. Came out last year and were going to do a better job at maintaining these. This year the second access came up. Grateful that Mr. Farnsworth has brought this to the attention of the Commission. How do they get the second access that was originally approved as part of the subdivision. Met with Milton several times and feels he did a good job presenting both sides. Presented a letter. Milton said this was sent to them. Fred said the three concerns are the fire hydrant that is across the first lot. The second concern is the access from the first house back to the subdivision. The white house is a platted lot has an access. Did address this by David Farnsworth saying there would be an easement for the second lot. The other house is using the access but Mr. Farnsworth is not because he is trying to block the intrusions onto his property which they understand. Had a meeting two or three weeks earlier with the HOA for this information to be presented. With that they sent a letter with their concerns. Have the hydrant which is on the water system as well as those lots. The access. The major concern is because this was presented as a modified second entrance and this was approved. Heard the Fire Department last several years has not been any emergency use. Biggest concern if they go to a private drive or easement in this area this will never have the possibility of having a second road. Never have the opportunity in future years to work this out with the railroad. If they make this an easement this will never become a second road. Majority of the homeowners would rather this not be a full entrance because it puts more traffic through to the neighborhood. By doing an easement they will never have opportunity to have a second access. Road has a concrete edge on both sides and had gravel it was ready to pave. There is a good base there.

[10:35:34 AM](#) Nancy Davis 4071 E. Fairway Dr. Is opposed to the vacation of this road. Knows Mr. Farnsworth said he would take care of this but the maintenance would not be adequate. Thinks the county needs to take care of this road. Need to have a barrier probably an electronic gate

accessibly by emergency vehicles so they do not have the traffic coming through the subdivision. Would give them a second entrance and bring them into compliance with the law.

[10:36:54 AM](#) Chairman Hancock said that is all that signed up at this time. Asked Mr. Farnsworth to come up with any rebuttal.

[10:37:05 AM](#) David Farnsworth said to him whether the roadway is put in and made nice and maintained in some ways that would be great too. Would be nice if something was taken care of. When he talked to neighbors asking if they want this road to come through some were iffy but only wanted them and emergency access. Understanding is they cannot do that on a county road. Could on a private road. Thoughts where they could have the best of both worlds. Could allow an emergency easement on more of a private access. With what the Fire Chief said on the railroad blocking them is not sure. Chairman Hancock asked on a comment they are using the access onto Yellowstone Highway for his home. David said yes. Shows on the map how he accesses the property onto Yellowstone. Has blocked off at a point. Chairman Hancock said so Taylors and they are using this access but they are part of the subdivision. Milton said this is a grandfathered access because of the other house. David said this is a weird deal did not realize when he bought the house that the roadway would never be plowed or maintained. Commissioner Clark said not really a question but this is hard to decide on without knowing what the railroad would allow them to do. Milton did send an email Commissioner Clark said they do not have anything conclusive. Commissioner Young said they were open to this. David said he contacted them they sent short email back about shutting down a different access they are concerned about high flow. Commissioner Clark said he has an agreement. Commissioner Young said the houses that were there had the agreement. Chairman Hancock said they had been there a lot of years. Commissioner Clark said they have a power pole in the middle of the road. David said power company would need to move this and is not sure the cost on all of this. Chairman Hancock said so they have a power pole and barricade so they try to go into his driveway. David said this yes, the technical road is blocked with barriers so they cut into his lot. Chairman Hancock said they may be trying to use the road. David said they go into it and back up.

[10:42:26 AM](#) Milton said he spent a lot of time with the railroad on this looking at ideas. One idea is to put a road along the railroad so they could close other crossings and make this a major crossing. They only have forty-five feet so there is not enough room for a road. Railroad does not own enough rights-of-way in this particular area. Talked about opening this up to emergency access. Willing to do this wanted to discuss further details. Appeared they would be open to moving the blockade. Full access would take a couple of years. Thought the state-owned Yellowstone Highway. Chairman Hancock said this is a county road now. Milton said that would make this easier they would not need to meet the state requirements. Chairman Hancock said the next access is half mile each direction for a crossing. Commissioner Clark asked if there is access before 400. Commissioner Young said they have canals on each side. Chairman Hancock thanks Mr. Farnsworth asked if Milton has anything else to add. Milton does not think so. May want to hear from Road & Bridge may have additional information.

[10:44:40 AM](#) Public Works Rob Cromwell from Road & Bridge perspective does not see a reason for the county to take over and maintain this road. The railroad has already blocked this off. No provision within county ordinance that allows a county road to be blocked or barricaded. Without the railroad allowing access does not see any reason why they should cover the cost and burden of maintaining the road. Chairman Hancock asked if this road was ever accepted. Rob does not know if the roads in the subdivision were accepted as they are. Have not found anything on this road in particular. Prosecutor Mark Taylor said to answer the specific question in 2009 the then Road & Bridge Supervisor signed a letter accepting Division 1 and how these were built at this time. Argument could be made they should not have. The road was not built this was just an access point. Was supposed to be completed and a full access point. That was how this was presented to the Planning & Zoning Commission. Did not get the job done. It does appear the county did accept this in 2009. Is arguable if this was a proper procedure because by statute the Board should accept this. Then after they acted when the County Commissioners sent letters about this road. Even if procedures were not followed correctly the acted as if they accepted this. Thinks for all purposes they should act like they have accepted that road.

[10:48:23 AM](#) Rob asks Mark he understands there is curbing and base but there is no road surface so he himself would not accept that as a road. Mark said it might not have been accepted but it was. Should not have accepted Mr. Shippen's incomplete subdivision. Chairman Hancock said this has not been paved. Did not finish the surface. Rob said from Road & Bridge standpoint this does not take into consideration the Uniform Fire Code the state has adopted. Does not take in access from emergency vehicles this is just from Road & Bridge standpoint on the condition of the road. Commissioner Young asked what it would take to finish the road if they had access across the railroad. Rob said with so much time that has lapsed would need to reestablish and recompact the gravel on top. Might be a good idea to pothole and check that the base to make sure this is in compliance. Commissioner Young asked if any work was done on the westside of the tracks between the Yellowstone Highway and the tracks. Rob does believe this is an access for two homes that are not in the subdivision. Has not been out to measure. If this is twenty feet wide they would have to expand the tracks. Commissioner Clark said there is not any asphalt. Commissioner Young said no not on either side. Knows this summer sometime as they go down 4100 looking at installing a tube bridge on the North Rigby Canal. Rob said they are if they can come to an agreement. Commissioner Young asked how they will handle the traffic while working on this. Rob was hoping they could close this road off and do it overnight in ten hours. Commissioner Young asked about someone getting out in the middle of the night. Rob said they would have to go around. Will need to come up with a plan and figure that out. Need to agree on a structure first.

[10:52:57 AM](#) Chairman Hancock asked Milton on the developer being on the hook for finishing this road. Milton said that is a good question they accepted the subdivision and have a final plat. There is no development agreement. Have accepted the roads. Seems like to him and Mark may have more information but the Homeowners Association the CC&R indicates maintenance goes to them. Not sure that is their responsibility. The road is dedicated to the county. Need to research the minutes and if there are minutes that go with this acceptance letter. Thinks the homeowners have expressed willingness to work with the county and participate in that. Mr. Farnsworth is willing to work with the county Email from Justin is that railroad is open discussions on allowing emergency access but wanted to speak about the details of this. Need to sit down and start working on this. Comes down to does the county want to maintain this road or vacate this and give it to Mr. Farnsworth to work out the details. Chairman Hancock asked how long this is. Milton said this is 300 feet long and sixty feet wide.

[10:55:18 AM](#) Commissioner Young said it sounds like they have a weed patch about agreeing to take care of this while keeping the ability to keep the road. Mark said they basically would be contracting out road maintenance. They do own the road. Commissioner Young said they are not

maintaining this. Mark said they should either take care of their own road or contract with someone to do this. Thinks they need to take care of their property. Commissioner Clark said they do have the resources. Biggest issue here is with the railroad would hate to vacate this when they have the possibility to have emergency access. Too many unknowns they need to explore to see some options. Chairman Hancock asked for anymore testimony if not closes the public portion of this hearing.

[10:57:23 AM](#) Chairman Hancock said as he has looked at this concerns him they should be maintaining some access for the emergency aspect. Need to work with the railroad even if they need to put up a gate that emergency services have access to. Looks like they need to fence off so Mr. Farnsworth is not having people drive on that property. This seems like the biggest issue. Could they add a fence so they cannot go through the property? That was a thought he had. If they have an access gate and maintain the rights-of-way and they put up fencing along the side. Not something that can only be used for all access. Trying to see how best they can solve this issue. They may have a time they need this access in the future. Want to take care of those that are affected. Maybe a gate and help with some fencing.

[10:59:59 AM](#) Commissioner Young said the subdivision was approved on having an ingress and egress. There was a purpose for this. Traffic flow issues are becoming more of an issue. Have several complaints from people living on 4100 and the amount of traffic. The only egress and ingress entrance for that subdivision is on 4100. In the future Chairman Hancock pointed out the more homes that are built traffic will keep getting heavier and heavier. Thinks it is in the best interest to maintain this. Sees a problem and appreciates Mr. Farnsworth pointing this out but as Mark pointed out the county needs to take care of their property. Would like to work on having an emergency access. Maybe the railroad will give them permission to use this if it is needed. As of today, thinks the best interest of the public is to keep this access. Need to work on getting this improved. Commissioner Clark echoes what Commissioner Young has said. There are too many unknowns to want to vacate this road. See what options are out there. Will work with the landowner that is being affected. Chairman Hancock said he is concerned as the Homeowners Association has a hydrant and water system. These are real important issues. Does understand where Mr. Farnsworth is coming from. Rob asked on a comment. Chairman Hancock said they cannot take any additional testimony at this time. As they have pointed out they need to be protected. Need to work with the railroad to have emergency access for the time being. Can get a plow out on that three hundred feet and have the Weed Department go out and spray that road so it starts to look like a road. Thinks if they deny this they still need to take care of these issues. Need to finalize things with the railroad and access this so they can figure out a fence. Keep this for access only for emergencies. May have future access on this. Want to still have this option.

[11:04:37 AM](#) **Motion by Commissioner Young to deny the vacation for David Farnsworth VAC-23-01-01. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:05:33 AM](#) Chairman Hancock said they will look further into this.

- **PLANNING, ZONING & BUILDING SOFTWARE – (ACTION ITEM)**

[11:05:52 AM](#) Milton said they have been doing some research. Vern said in reference to the software have been having some issues with CivicGov. Do business with them for their website. Told the company they are not ready for primetime. Have found a solution that seems to be effective. Has a copy of the quotes. City Works Bonneville county uses them since 2020, City of Rexburg has used them for seven years. Has good recommendations. Jeff and himself met with Bonneville County and went over the software system. City Works has given them a quote will get a discount on the first two years. First year will get a thirty percent discount so \$11,250 savings, second year offered fifteen percent discount so \$5,625 saving. Third year is the full price at \$37,500 for just the software after that. The build out to design this software to match the county for the application and permits. City Works is higher and is not available but referred them to Centricity the original founder worked for City Works for nine years. Has hired other employees from City Works. The build out is expensive. This does not include the data dump. The build out for permits and Planning & Zoning is \$110,000. Does include onsite training for employees and future employees. At the very end has twenty hours of support that does not expire. Know this is a significant fee. Does believe this is a wise investment. Could break this down would need a thirty percent payment would be \$33,000 and another \$22,000 by the end of the fiscal year. Would then build out the second part. This is on top of the fee for City Works for the contract on operating with them. Additional item they require is a minimal cost for licensing for Crystal Reports is \$1,500. Thinks can get this just slightly less than that. This is not a subscription based is just a one-time fee. Allows them to mine data out of other systems. Have looked at the budget. Now have the technology fee they are taking in on permits. This obviously would not cover this amount. Would this be able to come from ARPA funding? Might be a consideration for them to evaluate.

[11:13:13 AM](#) Commissioner Clark asked on City Works cost. Vern said the first year is \$26,250, second year is \$31,875 and the third year is \$37,500. Chairman Hancock said this is a robust program and may be more then they need. Milton said the thing that increases the value is the ability to configure the program. With CivicGov they have no configuration cannot make any changes to the format. They are getting software that once this is configured they can move things around. The \$110,000 is going to build out all the applications. This will include all of the building permit types and there are several different types.

[11:13:40 AM](#) **Prosecutor Mark Taylor left room**

[11:13:45 AM](#) Milton said there are different permit types. Then they build the work flow for the processes.

[11:14:57 AM](#) **Prosecutor Mark Taylor is in room**

[11:15:00 AM](#) Milton said Crystal Reports allows them to create their reports. Cannot do any of these things with CivicGov. Vern said he can create the look up list items. Cannot change default settings in a search. Told this affects their other customers. CivicGov unfortunately is one size fits all approach. Commissioner Young asked if they will get any money back yet. Vern said they have not gone down that road yet. Held off until they have a new solution. Do not want to cut off their nose. Thinks they can get some money back from them. Thinks they should be able to negotiate at least the \$9,000 because code compliance has not been started yet. Would like to have a system they can use for the building permits during the summer. Need something that operates in some fashion. They continue to use this until the new one is ready to stand up in September. Chairman Hancock said it would be ready in September. Vern said with this it would be stood up in September for the building permits. Have

different permit applications. Makes it harder for the public if these are the same. These would be more customized on the inspections that are required.

[11:19:34 AM](#) Commissioner Young asked the long-term cost after the build out. Vern said they would be at the \$37,500 after the two years. Chairman Hancock said it would be that each year out. Vern said this is built into the cloud take care of the security of the system. Take care of redundancy on the system. Are on Amazon servers and is state of the art. Milton said this integrates with GIS program. Maps where all the permits are. Completely integrated into this. Chairman Hancock asked what they used in Bonner County. Milton said they used Intergov which was a Tyler program. They had gone to this for financial and cost them \$120,000 to get started. Was a painful process to get this configured? They had to do the configuring. They came out five days to train them and they had to deal with the workflows. Is a nice program but has a lot of clicks.

[11:21:20 AM](#) Rob said City of Missoula switched from City Works to New World with Tyler Technologies and was very expensive and the support was minimum. Milton said that is why Bonneville switched from Tyler. The problem they were having when they point to the GIS map left their computer system open and was not secure. Could not fix this so they had to go to an onsite server so they did not have that problem. They had to stand up a whole new server just for that so they have two GIS servers. Vern spoke with Austin Black with Bonneville County have since built out twenty-two more applications themselves since they have been operating with City Works. In the two and half years with City Works they have less than fourteen tickets with them. Have many more than that since December of last year. Chairman Hancock asked if they need the extensive build out. Vern said they could look at a lesser amount of build out. Have given another alternative. City Works will not change a bit. Centricity if they do not build out Planning & Zoning at all and only do the basic permits looking at \$55,000. Would provide nine build outs. Chairman Hancock asked if this would be done by September. Vern said yes. Chairman Hancock asked what is the other \$55,000? Vern said this is another fifty to sixty applications. Each permit application would be a separate application form. When they add those, they are up to thirty plus looking at new ones to create. There are numerous other ones. Chairman Hancock asked if Bonneville gave an indication on how to build these out. Vern said it takes four to eight hours to build out one. Chairman Hancock said someone with his capabilities could do this. Vern said he feels comfortable with the conversations he had. Chairman Hancock asked if Bonneville could help them. Vern said they would be a local resource for questions. Milton said they talked about every possible scenario. Looked at using their configuration. Only changes would be names and addresses. Commissioner Young asked if this is legal. Vern said Bonneville County would have to sign off on this. They paid more than that for the five permits years ago. Milton said they pay more because they base this off of population. Chairman Hancock is looking at the best option for the county.

[11:29:03 AM](#) Vern said their build out is so effective. Looking at pages logical form is right to left. With CivicGov have things that the Building Official adds notes it throws the notes away. To send the results off has a pop-up menu down below and has to go back up that they want to select a contractor. Everything in the other system if the Building Official finishes his inspection and hits save this is automatic to email everyone associated with the permit. Is very efficient system. Not even getting good information into their forms now. References an inspection number and not the permit number or address. Milton said they had a call from a contractor asking why his inspection failed but this was not even his inspection. Chairman Hancock thinks this is the best one out there. Would recommend they check with Bonneville County to do a dump. Even if they have to pay a bit this would be the fastest. Vern said that is why they wanted this on the agenda they only have quotes wanted some guidance. There will still be some build out even if they have a dump from Bonneville County. They would provide the training. Chairman Hancock asked if this would be a different price then what is quoted. Vern does not know for sure. Chairman Hancock said they can check on this and need to move forward. Chairman Hancock said they are just not working with what they have. Vern said they have not let CivicGov know they are changing their contract. Chairman Hancock said at some point they need to let them know. Need to tell them they are not happy with how their product has not performed.

[11:33:34 AM](#) Vern said they also talked on the transition they did not do a legacy data import because this is expensive to set up. Started from scratch going forward. May look at going back two years because that is how long a permit is valid for. Provides a copy of the proposals. Chairman Hancock said will do more homework and then see where they can get the funds.

- **UPDATE**

[11:37:00 AM](#) Milton said they have a lot going on. Will continue to work with the railroad. Chairman Hancock said they can fence this so they cannot go around this. Rob asked if they own the access on the other side of the tracks? Chairman Hancock said they may because they have the rights-of-way to the railroad. Mark said they brought up a good point the railroad does not have authority to put these barriers up. Milton said Road & Bridge will need to be involved in this decision since they will be doing the work.

PUBLIC WORKS – ROB CROMWELL

- **ITD**

[11:40:28 AM](#) Jason Minzghor and Wade Allen with ITD. Rob said they are working on a temporary fix for stretch of Highway 48 to 4000 across the railroad tracks coming into Rigby. Looking at putting in a designated bus lane for certain hours of the day. Can pull out of the main flow of traffic so traffic can continue through. This way they are not holding up traffic each time the bus stops at the crossing. Have been working toward that. Are at an impasse on the traffic signal. Chairman Hancock said that is what he was going to ask hoped Jason was coming to tell them they were putting this signal in.

[11:42:24 AM](#) Jason said they will give them an update. Wade is the traffic engineer. Wade said they did a traffic signal warrant. Have to follow the Manual on Uniform Traffic Control Devices. Have strict criteria they have nine warrants. Did meet the minimum to warrant a signal. If they continue before they do a signal they have a list of fourteen items to implement and one is to add additional lanes on the local street or main street. The main street already has that. If they look at two lanes on north and south bound then the warrant goes away. What happens is they have so many cars in each lane going north and south bound. If they have two lanes they can have two sit and each go their own direction. Chairman Hancock appreciates this went through this thoroughly. Problem is if they put those lanes in will not solve the issue. Either trying to go straight or turn left. Biggest issue is they have traffic backing up from the stop light in Rigby past the cemetery. What is the use of having a turn lane if they cannot

get across. Wade said if they have a bus lane may help. Chairman Hancock said the traffic is backed up and feels this is where the problem is. Have traffic and it depends on the time of the day. From 7:00 to 9:00 and 3:00 to 6:00 have nothing but a mess at those intersections.

[11:45:25 AM](#) Rob said north bound on 4000 have visibility issues at that intersection. His belief if they added a turn lane before they add a traffic signal would increase visibility issues. Chairman Hancock agrees. Commissioner Clark said having two up there would not be able to see to go across or turn left. Chairman Hancock said they need to look at that. This is a unique situation. May not meet all the criteria over the day but during certain periods it is horrible. Then the safety aspect. Another lane will not solve this issue. Wade said that is why they are looking at the buses having to stop and go at the railroad tracks. Commissioner Clark said they still need to have a bit of a break so you can get across. Chairman Hancock said if they have no one going east need someone that is kind enough that will let them come across. Commissioner Young said but if you get in a wreck they are responsible. Chairman Hancock read the report and they are not taking all of the factors into this. There are other things that need analyzed. Even if they had a turn lane it would not solve the problem. Putting a lane in the middle will not solve the problem. The reason is the traffic is backed up two miles. Jason said the traffic backup is not the fault of the intersection. Chairman Hancock said it is not. They realize this but that is the only way to solve the problem at the intersection. Would give Yellowstone a break. Commissioner Young said the traffic is why they cannot get across. Jason said a light will not solve the traffic backup. Chairman Hancock said this will not solve the problem but will make this safer. Another overpass would also be nice. Jason said they need to look at expanding lanes. Commissioner Young said that would help. Chairman Hancock said this still does not solve this issue. Commissioner Young would like to see five lanes until 4200. Jason said four lanes.

[11:49:22 AM](#) Jason said they have challenges with rights-of-way. Recommends looking longer term at a larger facility with two lanes for both north and west. Not sure a signal will help them. This is a capacity issue. Chairman Hancock said the light is for a safety issue. This really is because it gives a break in the traffic. People can go across while people are stopped. Gives the people on Yellowstone Highway a break as well. There is a turn lane but need a break because most are turning left to go to Rigby. Jason said the issue is these are competed at a statewide level. When they put in a request. Wade said they look at the cost benefit with the number of accidents and type of accidents. Then look at the cost to fix this. These have to be over one. When they compete statewide they are competing with all of these other projects statewide so even a one will not qualify. Did look at this as a safety capacity and did not reach a one.

[11:51:41 AM](#) Jason said the challenge in their district is having fatalities on other highways. There is a procedure before they start dropping in signals. If they need to add capacity to these intersections they can help with this. Chairman Hancock asked how much it is to put in a signal. Jason said between \$500,000 to \$750,000. This is not a small budget item. Wade said they look at who has each leg so it is prorated if they are in county or state. Jason said they work with them on this. Wade said they would work out the cost is just saying this is a joint venture. Rob said technically this is in the city. Thinks it would benefit everyone of them. Chairman Hancock knows there is transportation funding available. Does not see anything happen over here.

[11:53:59 AM](#) Jason wanted to update them. Governor proposed a lot of different funding. These made it through this week. Once the legislation passes some of these items will know what this does for their budgets. There are some new programs out there. Can bring this back to them. Chairman Hancock said they need to look out for their county. As they look at this Highway 48 bottle neck. This may not solve the traffic issue. Would create a safer environment. Commissioner Young asked on the additional lanes would they add this in the future. Wade said the bus lane is restriping and planned for this summer. For build out and wider is not in the program. Jason said it is not in the program and is seven years out if nothing else changes. Chairman Hancock said they had an overpass in the plans back in 2000. They had this done and does not think they should have to wait another seven years for an overpass. Did have this done. They had meetings and designs on this. Is about time this comes to permission. Need to move some of this faster than seven years. If they can do anything to look at a light. Work with them and the city. Knows it does not solve the issue but is a safer environment.

[11:56:55 AM](#) Jason will reach out to Mitch and get him involved in this conversation. Chairman Hancock said they need to look at the future the School District if the bond had passed would put more pressure on this section. Jason said they have a lot of bottle neck traffic on Highway 48 due to the schools. Would be nice to have more lanes between the schools. Commissioner Young said they should add this to their planning. Commissioner Clark said they joke on the overpass but if they really are seven to ten years out what do they do to get started on that. Jason said on the overpass does not see this happening. Priority is Highway 20 and I-15 connector. They have different priorities. Is about \$250 million to update this. The traffic is maxed out on Highway 20. Districts typically get \$30 million to maintain and add capacity. Going to take a while to pay for that. Looking for grants all the time. Once they get the environmental done will start looking at grants.

[11:59:34 AM](#) Rob said the people in Island Park do not want the improvements from Ashton to Montana. Jason said one thing that is a bonus that is the corridor from Idaho Falls to Montana is in the corridor of Highway 20. Commissioner Clark said this is looking long term. Look at County Line and that issue. Still have growth going on. Want to look at these and possibly get started because ten years could be too late. Need to try and work and at least have it out there. Jason said they are starting to get involved in the Jefferson planning they are holding at their building each month. Prioritize projects with the city and county know the local areas and where subdivisions are coming. Rob said without this planning meeting the designated bus lane would never have happened. Are already seeing progress with this meeting.

[12:01:49 PM](#) Wade said they looked at County Line and 3800 would like to move this further east. If this land is ever developed would like to see this pushed over. Did look at this from safety capacity project. There are a lot of accidents but thankfully they are at low speeds. Chairman Hancock said that is what saves people. Wade said they identify there is something that needs to be done. Jason said District 6 is the most rural in the state. They struggle to compete with the statewide projects. Commissioner Young said they are more rural but Highway 20 probably has three times the traffic as I-15. Jason said it does that is why this is the corridor. Chairman Hancock said they have 30,000 to 40,000 in a summer. Jason said if they had the current US 20 traffic on Yellowstone would not be good. Is grateful they had the foresight to secure the access to all of US 20. Chairman Hancock asked if they have any projects in the county. Wade said on Highway 20 they are adding a third lane to each on ramp to Idaho Falls to Rigby. Will not be up and over the interchange but will add an extra lane. Chairman Hancock said that is a great safety feature. Wade said at the end of the on ramp will have an additional merge lane. Chairman Hancock said so cars coming on do not have to merge over right away. Thinks

that is a great plan. Jason said they have overlays throughout. They do not have any expansion. Chairman Hancock asked about bidding on Highway 20 to Ashton. Wade said they have multiple projects. Chairman Hancock said from Chester to Ashton. Jason said they are working on the rights-of-way plan. Need to start purchasing some of this. Chairman Hancock thought they owned this. Jason said the interchanges. Commissioner Young said from Chester to Ashton that piece they do not own all of that. Some of the interchanges. Will close some accesses. Have to finish the environmental assessment. Hoping to get that finished late fall. Just got the targets sent to him last week. Then will go from Ashton to Montana. Chairman Hancock said he gives them a bad time but appreciates the information. Wants to be able to work with them. Will keep talking to their Director. Jason knows every year they have some flooding out in Roberts. Are here to help if they need it. Can bring in some equipment. Is a bit concerned about some flooding they may see if this snow goes soon.

- **UPDATE**

[12:09:58 PM](#) Rob will be meeting up with Hughes Engineering will be in the county inspecting bridges will meet up with him. Out fixing potholes. Are also reconstructing the road out at Circular Butte. The top four to five inches is a muddy mess then is hard as a rock. Chairman Hancock asked if this is open now. Rob said they are open. Did get this open Friday afternoon and took a few garbage trucks. Working on this while people are using it. May be holding up some of the commercial trucks at the scale house. Is trying to only have a couple trucks going out at once. Trying to share the space to do what they need to do. Hopefully this will get finished up this week. Speaking of the flooding are coordinating with the Sheriff Deputies to keep an eye on flooding out there in Roberts. If water does start to move they can close things off as soon as possible. Might have been last week when he asked for the increase on comp time. Thinking of proposing this is just something to think about the next week. May bring this up next week but is wondering if they could do a one-time comp time buy out. Have been short-handed most of the winter. This sheet shows they have 2,500 hours of comp time built up with all Road & Bridge employees. After this pay period will some that are passing the 250-hour cap they set. Still may have some flooding issues. Thought they could look at a comp time buy out. Would be one time. Does have the room in the budget because they have been down two operators consistently. The ones that have the most comp time are the ones picking up the slack from the open positions. Buy down any comp time up to eighty hours but is optional. If they do not want to that is fine but would need to take time off. Anytime in excess of the eighty hours could offer to buy this back. Would be \$24,600 if everyone sold this. Chairman Hancock thinks this is something they can look at. Knows Fremont County has done something similar to this because they could not find people to come in. Commissioner Young is worried they would come to expect it. Colleen worries about setting a precedence. Chairman Hancock said they worried about this at 5C. Knows they bought some of this out. Can be done but need to be careful how they handle it. Rob said its been a difficult year to manage.

[12:16:39 PM](#) Commissioner Young said before he forgets they did have a compliment from Linda Cope on them plowing. Rob said these guys are working hard. Trying to keep the roads in the best condition. Can tell need some spare tires once they are outside of Jefferson County. Commissioner Young said talking about potholes some of these go to China. Rob will brag on the county as much as he can. Do have some bad potholes they are working on fixing. Chairman Hancock said he had some calls on County Line by River Bridge. Rob said the bad ones they will try and fix but do not want to dump money when they need to do something with that section. Trying to come up with a plan for the future. One immediate need is a new dozer. The one they have is not set up for trash. Designed to push dirt.

[12:21:11 PM](#) Rob said they have two cells they need to seed this spring. Will get quotes from companies that did this in the past.

SEARLE HART & ASSOCIATES – FARRELL STEINER – THANE SPARKS

- **2022 AUDIT – (ACTION ITEM)**

[12:23:21 PM](#) Chairman Hancock apologizes for the delay.

[12:23:58 PM](#) Farrell will give the cliff note version. As they go through the audit they look at where the most risk will be. Expenditures they take a sample throughout the year and trace these throughout the system. Look at invoices and verify the payee and dollar amount. Expenditures they rely more on the budget to give them a good feel. For new department heads the budget is a management tool. If they split this when they buy a car and put this under supplies this does not show where this should have come from. This does not work they need to know why this is overspent. Have seen this once in a while. Just a reminder they would rather see overspend in the specific line item. They do not audit the budget. Have adjustments on the accruals they make for receivables. Do not give an opinion on the budget numbers. At the back of the audit they have an analyst for the budget by department. Not giving an opinion on that part. Taking this off of their system and putting this into a financial report. All of the statements in the front and combined statements. That is an overall statement. The audit itself is not qualifying in anyway. This is a clean opinion. Did not have any findings they are reporting. Have not found anything that need to be changed. This did look good. On federal grants expenditures when they have a single audit they test for this every year to see if they are over. If the departments can keep track. Knows Rebecca does a great job on keeping track of this. Need a list of expenditures for all federal programs to see if they are over the amount. The state used to give them a Stars report to show all the money passing through the State of Idaho to all the different entities. Some reason this ended in June of 2022 and they just barely got July to September that they rely on.

[12:28:52 PM](#) Farrell said in the graphs can see the total governmental cash. Can see the cash balance climbing some of this is ARPA money. Can see where revenues are higher than expenditures. See on the graphs that Indigent was transferred out to the general fund because it is going away. Road & Bridge has been pretty even the last few years and the revenues are continuing to grow. Getting a cash balance back at the end of 2022. District Court is one they will need to look at. Colleen said the levy has to be adjusted and took some from the District Court to use elsewhere. Will need to build this up again. Farrell said this is during the budget process to bring this back up. Justice dropped in 2022. Mostly dealing with COVID issues. Through changing the levy, it affected the reimbursement money coming in. Chairman Hancock said the timing of when payments were coming in and the inmate numbers dropped during that time at the jail. Colleen thinks this will start building again. Chairman Hancock said they are watching that one. Farrell said he wondered when he first saw that. Noticed the levy is back up this year to the cap. There is only so much they can levy. On Special Road & Bridge did not have any questions. Indigent they had a big transfer out they all know what that is. Park & Recreation has continued to look good had \$300,000 at the end of last year. Revaluation is another where the cash balance has been dropping. Is probably just

with the growth of the county. Going through the budget cycle this coming year this is one to watch. Solid Waste the cash balance keeps growing. Chairman Hancock said this will change. Farrell said that is right they have paid the courthouse off. Chairman Hancock said they will see a big drop is about \$3,500,000 so about half of this gone. Farrell said they did put in a foot note that refers to subsequent events since they knew about this they put a note in that a bond was paid off. Tort is straightforward. Balance was down at the end of 2022 with the revolving trust funds. Depends on what has been collected. Sheriff Emergency Communication has stayed pretty even. Debt Service Fund is self-explanatory. Chairman Hancock said they will not have this anymore. Farrell said on the PILT fund can see where their PILT funds are at.

[12:35:45 PM](#) Farrell goes over the audit report. This is where they combine all the funds of the county. Will find capital assets and debt. Biggest items they added a 140 grader for \$388,000, compactor for \$750,000 and excavator \$217,000. A few other items as well. Chairman Hancock asked on the paver. Rob said they will see that on the next year. Farrell said on due to other government agencies have \$2,502,000 this is not owing other agencies this is the ARPA money this is a liability until they spend this. They do not spend this they have to send it back. The bonds and capital leases had long term debt that has been paid off. On page eight under investment earnings this shows negative \$1.2 million. If they want to make a note to look at page thirty-four. This is part of the reporting standards they have to follow. Cannot split out interest earnings and have a separate line for market adjustments. For the financials they must combine these. On page thirty-four added a foot note sixteen and show the reason. Rest of the loss is the market from the last year. Show the different types of investments. Really these are not taking a loss. Public may have a question.

[12:40:03 PM](#) Chairman Hancock said he has discussed this with Kristine on why they are showing this as a loss. Reporting this as based on market value. The bonds as interest rates go up are less valuable. As they hold these to maturity they lose nothing they still get the face value. That is a concern Kristine did not think it was fair it shows as a loss on investments. These are secure investments. Farrell said he agrees. Chairman Hancock said they are not in the business of a stock broker. Points that out for the record has discussed this with Kristine. Is a misnomer on the investments. Securities are based on market value as if they liquidate them. Farrell said it is like the liability for PERSI if all employees walked out the door right now. Is frustrating and every government is dealing with this. The larger ones are more obvious. Only other part he points out is the last two pages of the audit on internal controls and compliance. If they had internal control issues they would list those findings. The other thing heard this morning comes into play with the new standards they have next year is GASB-96. May have heard of this but this is dealing with leases. The last standard was on the equipment. If they have a lease and no title to the equipment depending on the lease had to discount the cost of the lease back to the present. Now they have to look at software agreements to see if they are material or not. Potentially cashing these out and discounting them back to the present. One of his questions is to what level do they want to consider these. The easiest choice is they have to follow the standards. A capitalization policy would be helpful. On equipment it is over \$10,000, over \$50,000 on buildings and over \$250,000 on infrastructure. Anything under is expense and anything over is capitalized. Recommending they set a limit possibly \$25,000. That way they do not have to do this on smaller software agreements. Unless they want to have that. Chairman Hancock said that brings up interesting circumstance take for example they have one software with annual fee of \$37,000. Commissioner Young said the build out is \$110,000. Chairman Hancock said this is an expense they would have over two years. The reoccurring cost will be an expense but, in the contract, have limitation of funding liability. This is not an ongoing thing. The question he has is on a software they do not know how long they will keep this. Do not know the expense if they keep this. How do they say this is something they need for twenty years would they bring that back to present value? This does not make sense to him. Farrell agrees.

[12:46:52 PM](#) Colleen asked if this is all software or just new. Chairman Hancock said this would be all software. Anything they buy a software license for. Colleen asked on an annual fee. Chairman Hancock said they are still required. Need to set a limit maybe at \$25,000. Farrell said the other twist is some of these lease agreements part of this is maintenance. Chairman Hancock said they are trying to buy and not have a lot of lease agreements. Lease agreements are just financing through the lease company. Farrell said equipment is easier. Rob said he does not have any leases right now. Chairman Hancock said he has always said they are better off on buying these items. Commissioner Clark said they may have to go that route at times. Chairman Hancock said they are forgoing the interest costs.

[12:48:30 PM](#) Farrell said they will be dealing with these in the next year. So, if they do have a policy that would be helpful to them. Does have some examples. Thayne said they have the State of Washington and a few school districts. Will send these examples this way. Will be looking at this in the next year. Chairman Hancock said that is a nightmare. The other thing software is something they never own. Pay a license fee every year. Commissioner Young said that is paying for their intelligence. Chairman Hancock asked how they capitalize something they never own. Maybe they are trying to do is see the liabilities that are out there with software agreements. Farrell said that is their report. Chairman Hancock asked overall how do they look. Farrell said they do look good. Do need to look at a few of the funds while they are budgeting. Chairman Hancock said they have been trying to manage their funds fiscally.

[12:51:07 PM](#) Colleen said between COVID and government have seen this with their cash flow. They have been using some of the funding where they need when it comes in. Chairman Hancock asked if this is the bill for this year. Colleen said that is what is budgeted. Chairman Hancock asked if the other is next year. Thane said this is a report there is a representation letter signed. Farrell said they need a copy of the letter signed. Then have a copy of the journal entries they have made. Colleen can sign this. They are not correcting entries but accrual adjustments.

[12:52:41 PM](#) **Motion by Commissioner Young to approve payment for Searle & Hart for financial and audit report for \$45,000. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[12:53:09 PM](#) **Motion by Commissioner Clark to approve the Representation letter with Searle & Hart Associates. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[12:54:03 PM](#) Farrell said they appreciate working with them. Chairman Hancock said they do a good job. Colleen said they are awesome to work with. Thane appreciates having remote access into the system. Helps with the representation that they have access to all of the financial data. Have all the invoices scanned in so they can do a lot of this work off site.

EMERGENCY MANAGEMENT/HR – REBECCA SQUIRES

• **NBW CONTRACT – (ACTION ITEM)**

12:55:00 PM Rebecca has the contract for the work to expand the court office area. Estimated at \$875,000 and architect fee is around seven percent. Same boiler plate as the lower level they signed. Mark did have some comments. Mark said they had some typos and wanted to make sure the one million of liability insurance was adequate. The architect is being paid on a percentage did not know the value they are signing up. Chairman Hancock said for about \$60,000.

12:56:30 PM **Motion by Commissioner Young to approve the NBW Architects contract for the court addition with a seven percent fee. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

12:57:25 PM Rebecca said this is fully executed will get that to Audrey. For their information Scott sent the publication information to start going to bid on the lower level. Hoping the snow will clear up soon so that will help with the storage issue. Commissioner Clark said Bingham County has opened their sandbags to anyone. Chairman Hancock said for free. Rebecca said Bingham always floods sooner than Jefferson. Sandbags that is up to them. Feels personal property is their own responsibility. If they give these out once it becomes an expectation. Commissioner Clark is not sure they have seen any flooding. Rebecca said they have had some basements that have flooded. Did an infographic on ways to present basement flooding with clearing snow from the foundation. This has been the biggest issue.

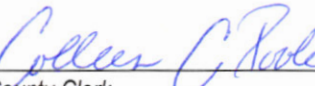
1:01:05 PM **Motion by Commissioner Clark to adjourn at 1:01. Second by Commissioner Young. All in favor – aye. Motion passed.**


Chairman of the Board

5/22/23
Date


Clerk of the Board

5/22/2023
Date


County Clerk

5/22/23
Date

