

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES  
MAY 22, 2023**

Meeting called to order at 9:02. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Mark Taylor, Sherriff Steve Anderson, Planning & Zoning Milton Ollerton, Public Works Rob Cromwell, IT Garn Herrick, Treasurer Kristine Lund, Probation Tammy Adkins, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Mark Taylor. Prayer offered by Chairman Hancock.

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**ELECTED OFFICIALS – DEPARTMENT HEADS**

• **STAFF MEETING**

- [9:04:22 AM](#) IT Garn Herrick said first they did have two people click on the ICRMP email test. These do look legitimate and real.
- [9:05:07 AM](#) Sheriff Steve Anderson the Sheriff's Office said he was one that clicked. These do look legitimate. Is getting ramped up for events. It has been so busy for the deputies. Going from call to call.
- [9:05:52 AM](#) Treasurer Kristine Lund debated to talk about this later. Gearing up for June collection. Gone through the warrants of distraints with the Sheriff's Office. Got through the first round and have no mobile home sales. Today is the tax deed hearing at 10:00. This is a grueling eight step process to get these taxes collected. Did some things not required by statute. Staff is amazing would not be able to do it without them. Friday was out of the office and was told they have zero parcels to bring before them today. This is the first time since she has been in office. This is great for the patrons and county. Left on Thursday and they had two left but cash came in on Friday on these so there is will not be a tax deed auction this year.
- [9:08:12 AM](#) Planning & Zoning Milton Ollerton said they are busy. Starting to get busy with inspections. Will see more of this during the summer. Software program is coming along really good. Biggest topic is impact fees. Met on Thursday and had a great discussion. Tallied the amounts up in each account. They know how much they have to spend. Will press forward with the new program. Trying to understand the department's needs to help look at a recommendation on that fee.
- [9:09:39 AM](#) Probation Tammy Adkins they are just busy. Nothing new to report.
- [9:10:15 AM](#) Public Works Rob Cromwell said they have a lot going on. Do have two people starting at Solid Waste this week. New loader was delivered last week. Last week had the work camp cleaning up at the County Line landfill. This week they will be at Circular Butte. For Road & Bridge the asphalt bid is open. Sounds like they will get at least two respondents. Working on the rights-of-way permit. Wednesday will be busy will help Mickey move the restroom building and West Jefferson Fire haul pit run on their project.
- [9:12:06 AM](#) Compliance Kevin Hathaway per Zoom. Working to get caught up. Got a report with Spencer on migrating the information for them to access. Complaints are picking up.
- [9:12:50 AM](#) Prosecutor Mark Taylor said they are busy. Trying to keep up with everyone else. Happy with Scott Peterson on the criminal side with the changes he has made. Involved with a couple of civil litigations.
- [9:13:21 AM](#) Clerk Colleen Poole reminds them budgets are due today. On the revenues they have another week but would like to enter these as soon as possible.
- [9:13:49 AM](#) Commissioner Clark does not have a lot. Mention the RC&D is rural development and conservation. Pam Hendricks has been doing a lot of conservation work around the county. Looking at grants to help counties. One is a rural decentralization of water program. Help low income with their water systems. Will have the annual meeting at the end of June to go over the projects they have worked on. Gets them an idea to see what they work on. Have a lot of clearing space for fire breaks. Been out on the red road going to Kilgore. Looking for grants if anyone has a need might want to have her look to see if there is anything available.
- [9:16:15 AM](#) Commissioner Young said not a lot going on. One good thing the Health Department reorganized and their budget is the same this year as last year. Thinks the new director is doing a good job. Appreciates the work they all do.
- [9:17:00 AM](#) Chairman Hancock said he has worked with RDA and their annual meeting this last week. Have funds available for those companies just starting up. Thanks everyone for being here today.

**PROBATION – TAMMY ADKINS**

• **IDAHO DEPARTMENT JUVENILE CORRECTIONS MEMORANDUM OF AGREEMENT – CBAS FUNDING – (ACTION ITEM)**

- [9:17:55 AM](#) Tammy has a memorandum of agreement for the Community Based Alternative Service program with substance abuse. This provides funding this is for gaps where insurance and Medicaid do not cover. Just needs signed for the year. Mark has looked at this.
- [9:18:37 AM](#) **Motion by Commissioner Clark to approve the Memorandum of Agreement for Community Based Alternative Service program and Substance Use program. 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 said he does not have anything additional to share. Chairman Hancock asked on the report. Kevin said he has part of the information now. Is inputting this into the report. Chairman Hancock asked if they could pick that up today. Will try to stop by today after the meeting.

**COMMISSIONERS**

- **APPROVE CLAIMS – (ACTION ITEM)**

[9:20:43 AM](#) Commissioner Young said he did not see anything. Chairman Hancock said one question for Rob is on the gloves they buy. There was another \$150 in gloves. Rob said they did not have that particular size. They have cut resistant gloves in the shop. Do not work as well in the field they use leather gloves. Commissioner Clark asked if they are limiting these per employee. Chairman Hancock said it seems hard to believe they go through this many pair of gloves.

[9:23:42 AM](#) Chairman Hancock said the other one he had a question on Mud Lake Telephone for propane. Commissioner Clark thinks they bought out the propane company out in Mud Lake. Commissioner Young said they had a large repair for the Sheriff's Office. Chairman Hancock said they also got a new vehicle.

[9:25:25 AM](#) **Motion by Commissioner Young to approve claims from 5/8/2023 to 5/19/2023 for \$294,902.83. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

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

[9:30:43 AM](#) **Motion by Commissioner Clark to approve commissioner meeting minutes from March 20, 2023 with noted changes. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **CONSTRUCTION UPDATE**

[9:31:47 AM](#) Audrey said that Rebecca is out this week at a meeting. The construction will start today.

[9:32:23 AM](#) Recess until 10:00

Open session 10:00

**TREASURER – KRISTINE LUND**

- **TAX DEED HEARING – (ACTION ITEM)**

[10:00:48 AM](#) Chairman Hancock said as stated by our Treasurer Kristine earlier there is not a tax deed hearing this year.

**ELECTIONS – CATHY DABELL – HOLLY RICKS**

- **RESOLUTION #2023-24 – DESTRUCTION OF RECORDS – (ACTION ITEM)**

[10:01:08 AM](#) Cathy said they have a resolution for destruction of records. Chairman Hancock reads resolution. "Resolution Authorizing Destruction of Records. At a meeting of the Board of Jefferson County Commissioners, State of Idaho, on the 22<sup>nd</sup> day of May, 2023, the following resolution was adopted to wit: Whereas, Idaho Code 31-871 requires the Board of County Commissioners to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the county's record retention schedule and are no longer required by law or for county business; and, Whereas, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and County Attorney, as provided by Idaho Code 31-871. Whereas, the destruction is in accordance with the IAC Records Management Manual and Records Retention Schedule adopted by the County Commissioners on January 19, 2021. Be it therefore resolved that the Board of Jefferson County Commissioners hereby authorizes the immediate destruction of the original paper records and that such destruction occur under the supervision of the Board of Jefferson County Commissioners Clerk. 2013 March pay sheets, 2015 consolidated sample ballots, 2015 SD #251 levy election pay sheets, 2016 November general election poll books, 2016-2017 registration cards deceased purged and challenged, 2017 November election poll books, 2018 November consolidated election tally books, spoiled ballots and absentee ballots, 2018 canceled, purged and deceased voter registration cards, 2018-2019 cancellation notices, 2018 May primary election poll books and in house voter log, 2020 May voted absentee envelopes, 2020 November general election tally books, reports and Chief Judge oaths, 2020 absentee request forms, 2020 November general election voted absentee envelopes and voted ballots, 2021 March school district bond election, voted ballot and absentee envelopes, 2022 May primary election unused ballots, 2022 November general election unused ballots, ballot stubs, spoiled and Express Vote test ballots, 2023 March election unused ballots and stubs, outdated absentee ballot envelopes and used privacy envelopes. Approved and adopted this 22<sup>nd</sup> day of May, 2023." Colleen said Mark has reviewed this.

[10:04:19 AM](#) **Motion by Commissioner Young to approve resolution #2023-24 for destruction of records. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

**PUBLIC WORKS – ROB CROMWELL**

- **RESOLUTION #2023-25 – COMPENSATORY TIME PAYOUT – (ACTION ITEM)**

[10:05:37 AM](#) Rob has the compensatory time payout resolution. Chairman Hancock asked if they are okay with this. Rob said he has the funds. May send a particular budget line over but category A overall will not be over. Chairman Hancock asked if he talked to employees on this. Is this their decision? Rob said this seems like the best course if they redeem all they can or just part of this. They appreciate having the option and the decision being up to them.

[10:06:57 AM](#) Chairman Hancock reads resolution. "Resolution Authorizing Compensatory Time Payout. Resolution #2023-25. At a meeting of the Board of Jefferson County Commissioners, State of Idaho, on the 22<sup>nd</sup> day of May, 2023, the following resolution was adopted, to wit: Whereas, Jefferson County personnel policy grants the Board of County Commissioners the right and authority to establish and change compensation benefits for any reason deemed appropriate by the Board; and, Whereas, the availability of funds exists in the Road & Bridge budget to payout compensatory time earned by the employees in this department, in excess of 80 hours; and, Whereas, the Jefferson County personnel policy, in compliance with the federal Fair Labor Standard Act, entitles non-exempt employees to either accrue compensatory time or overtime pay; and, Whereas, such  
*Commissioner Meeting Minutes*

May 22, 2023

reasonable opportunities to use all accrued compensatory time are unavailing as the reduction in force would be detrimental to the level of service the department would be able to provide; and, Whereas, an optional compensatory time payout will aid in providing flexibility for both the County and the Road & Bridge employees; Be it therefore resolved that the Board of Jefferson County Commissioners hereby authorizes the option for Road & Bridge employees to exercise a one-time payout of their compensatory time at their normal hourly rate, at the will of the employee, for any compensatory time accumulated in excess of eighty hours for a dollar amount not to exceed \$22,660 from budget category A." Commissioner Clark thinks this is a good option. Commissioner Young said they need to have a crew available to work.

[10:08:52 AM](#) **Motion by Commissioner Clark to approve resolution #2023-25 for compensatory time payout. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

• **UPDATE**

[10:09:14 AM](#) Rob said earlier did not include the scale should be fixed this week. The footings were not part of the previous refurbishment. Not covered under any warranty. Total cost was \$6,655. Commissioner Clark asked if they will put in new footings. Rob said replace these and reset the scale. Commissioner Clark asked if this is water that got underneath this. Rob said they were told the water did not help. Chairman Hancock asked if they will increase the footprint on the footing. Rob said they will try and center this. Before they had used an old fitting that was not meant for this scale. Will be a completely new footing. Should hopefully be back running this week.

[10:12:07 AM](#) Rob said Road & Bridge City of Rigby asked them to look at a traffic impact study for the Lakeside Development. Should have his comments back on this development this week. Major concern is the Lakeside Development going in their minimum level of service was a D. This restricts driver comfort. Recommend that they try to keep this level of service as high as possible. Chairman Hancock said widen the road and turn lanes. Rob said and if it warrants a signal light. These are just recommendations. Chairman Hancock asked on the last minutes ITD had come in that 4000 met the criteria but did not want to do anything. Wonders if the City and ITD should get together on looking at a traffic signal. Rob said City of Rigby has already agreed to participate. The county would essentially cover one approach to the intersection and City of Rigby would have the other one. Then the state would have the straight on. Chairman Hancock said they would cover north and south and they would cover east and west. Wonders if they should get another meeting with ITD to talk about this again. Rob said they have money set aside for this. Chairman Hancock said they have a maintenance budget. Might be able to talk on this. Said it met this but trying to get approval through Boise. Commissioner Young said they look at higher need intersections in the state.

[10:15:38 AM](#) Chairman Hancock said he went to McCall and drove down Eagle Road every intersection has a light. They are looking for just one. Rob said they have about \$60,000 set aside with impact fees that could help them. To signalize an intersection is roughly \$500,000 to \$750,000. Chairman Hancock talked to Wheeler who put these in a while ago and this was around \$250,000. Commissioner Clark said if they just do the signal. Commissioner Young said the state would only be putting in a light. Chairman Hancock said they might want to talk to Jason again. Might ask Wheeler they have done several lights. Rob said the biggest hurdle would be acquiring the rights-of-way. Chairman Hancock said this does not need to be wider. If they need to go straight they get their view blocked. Will not solve the entire issue but would give a break up at Yellowstone. Rob said it would be harder to put a light at Yellowstone. Chairman Hancock said the light gives a break. Commissioner Young said a problem with the ratings. Trying to solve two problems with the one light. Chairman Hancock said eventually 4100 will need done. If they put in a high school or junior high. Rob said a light meets every warrant but one. If they implement the turn lanes before a light would make this more dangerous. Commissioner Young said then they cannot see when people pull up. Rob said he has talked to Mitch on this and will keep hammering on ITD with this. Have an RPO meeting every third Wednesday. At their office sometimes, it's at 10:00 or 2:00. This is for mayors and public work directors are all invited. Regularly it is Ririe, Menan, Lewisville and Rigby meet to discuss what is going on in the area. Chairman Hancock said they could meet with Jason and see what they have in their maintenance budget. Be nice if he has any contacts on who does the lights. Rob said he does not but could check. Discussed the costs. Commissioner Young said their portion would be half of the light. Chairman Hancock said it could be \$200,000 to \$750,000. Commissioner Young said the widening will need to be done separate. Chairman Hancock said the school paid for the one on 3800. Rob said the school probably put this up due to their impact on the roads warranted the light. Between 48 and Yellowstone Highway someone comes in and develops this. County or city does not have a say to what the load is they are adding to the roads. This light is already warranted. Commissioner Young would rather they push the traffic out. Rob will get his comments on the Lakeside Development.

[10:24:43 AM](#) Rob said on Palisades Park did issue a letter accepting their punch list items. Before they release the bond, they need to follow procedures with Planning & Zoning and finish the development agreement. He only plays a small part on getting the bond released. Needs to work with Planning & Zoning to finish this. Milton said he has not heard from them. Rob said he stated this in the email that they needed to follow up with Planning & Zoning. Ready to help get this taken care of.

[10:26:00 AM](#) Chairman Hancock asked on the meeting with the railroad crossing. Milton said this is Jefferson Greens. Commissioner Young said they did and are open to working with them. Milton said they wanted a letter stating why this was needed. Chairman Hancock said they are just waiting from them. Commissioner Young said there will be an expense but they are open to this. The county is responsible for this they never should have allowed this. None of it should have been accepted before this was completed. Rob said this process will take some time. May be one of the quicker ones with approval in a year. The railroad does not like to approve crossings.

[10:28:36 AM](#) Chairman Hancock said he did speak with Bonneville County Commissioners and is talking about doing some work on County Line. Did have some of the holes fixed. Rob said their Road & Bridge is interested in a joint project to overlay and widen from 3900 to Ririe. Chairman Hancock said this is the first time they have brought this up. There is so much truck traffic. State had this as one of the 126,000-pound routes.

[10:30:05 AM](#) Rob said another project on County Line down by Osgood on the River Bridge. The first canal crossing on this side of the River Bridge. Looking at a lay down machine that mills it and recycles the asphalt. Add new asphalt and relay this down. Can do this project in two days. Getting some quotes to see if it is reasonable. Can do this in a lot less time. There is probably eight or more inches of asphalt. Can go down as far as they need.

**PLANNING & ZONING – MILTON OLLERTON**

[10:32:16 AM](#) Milton said there will be a railroad crossing on 600 N and Yellowstone for a subdivision that they are working on. Commissioner Clark asked if they work on a bridge too. Milton said there is not a plat yet.

- **WRITTEN DECISION – SUB-23-02-03 – WALKER LAND & CATTLE PRELIMINARY PLAT**

[10:32:57 AM](#) Milton just needs a signature on the written decision from last week.

- **UPDATE**

[10:33:34 AM](#) Milton said they discussed impact fees for two and a half hours. Looking at the ideas. This is a big jump if they look at what the county has been assessing versus what is proposed. Cannot capture all of the projects in the capital improvement plan. The projection from the consultant is 300 houses on the westside and 800 houses on this side. That is how they determine fees. This will come to them but they had a good discussion. Wanted their thoughts the ordinance talks about wind farms but does not say anything about solar farms. Interested on their thoughts on if this fits with the comprehensive plan. Take agricultural land out of production. This is not addressed in the comprehensive plan. Chairman Hancock said they have one between Mountain Home and Boise that is on waste ground. Commissioner Clark said they see these out away from the public. If they put one right in this area not sure how that fits. Chairman Hancock is not sure these fits with the comprehensive plan. Could see Mud Lake area in the sage brush ground. Taken the water off west of Roberts. Commissioner Young said they may not want these there either with the sage hens. Milton said if they add this to the code would need to know. Chairman Hancock said this affects other things too. Commissioner Young said they are a sage hen sanctuary. Do not want to cause any more problems with these either.

[10:38:23 AM](#) Milton said they are working on getting those with conditional use permits into compliance. Getting some things done. Chairman Hancock is glad the software is moving forward. Milton said they are responsive on getting things done. Going over this each week on the build and configuration. Going to save the two years it takes others to get this done.

[10:39:51 AM](#) Recess until 11:00

**Open session 11:00**

**ASSESSOR – JESSICA ROACH – NATALEE MADSEN**

- **PUBLIC HEARING – DMV FEES**

- **RESOLUTION #2023-23 – (ACTION ITEM)**

[11:00:41 AM](#) Chairman Hancock said they will move into a public hearing. Have sign-up sheets available. Will read the resolution. “Resolution Authoring the Administration Fee on Title for the Department of Motor Vehicles Title and Registrations. At a meeting of the Board of Jefferson County Commissioners, State of Idaho, on the 22 day of May, 2023, the following was adopted to wit: Whereas, the Board of County Commissioners held a public hearing for a new administration fee on title transactions in the Motor Vehicles Title and Registration Department on May 22, 2023 on the Commissioner’s meeting room located at 210 Courthouse Way, Suite 240, Rigby Idaho; and, Whereas, the fee hearing was held in accordance with Idaho Code 63-1311; and Whereas, the public notice of hearing was duly published in the Jefferson Star on May 10, 2023 and May 17, 2023; Be it therefore resolved that the Board of County Commissioners hereby authorize the administration fees for vehicle title and registration transactions set to \$7.00 each, effective July 1, 2023, and as noticed to the public in cooperation with the Idaho Transportation Department as it updates the fee in its mailing of future registration renewal notice. Approved and adopted the 22<sup>nd</sup> day of May, 2023.” Natalee said they do not. Chairman Hancock said Jessica has presented the information to cover the costs of the transactions. This is not for profit. They do not want this to be a tax burden and that is why this fee increase was requested. Does not see any comments. Will close the public hearing and move into deliberations.

[11:04:04 AM](#) Chairman Hancock said Jessica brought in these costs cover the transaction is not a profit center. Commissioner Clark asked if they have the costs. Natalee said one fee is being lowered to \$7 and the administration fee will be the same. Chairman Hancock said he found the information from Jessica. Commissioner Clark said the current registration fee is \$8 and is going down to \$7. Chairman Hancock said Bonneville is \$8.50 and Madison is \$6. Has a total breakdown on the fees. Commissioner Clark said each fee will be \$7 for a total of \$21. Treasurer Kristine Lund said the state has asked they add a title registration fee. Wanted to reduce the \$8 to the \$7 and add a \$7 fee so this is the same across the board. That is what the costs showed this should be. Chairman Hancock said they lowered one are raised a separate fee for the \$7. Has all of the information that was provided. Did a lot of work providing this data. Commissioner Clark said they need to cover their costs. Commissioner Young said this shows they need this to cover their costs.

[11:07:42 AM](#) **Motion by Commissioner Clark to approve resolution #2023-23 for the Administration Fee on Title for Department of Motor Vehicles Title and Registrations. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

**PUBLIC DEFENDER – JOHN STOSICH**

- **CONFLICT ATTORNEY CONTRACT MODIFICATION - RATE INCREASE – (ACTION ITEM)**

[11:08:50 AM](#) John said he is submitting on the conflict public attorney contract for Mr. Hoopes wants to increase this from \$65 to \$80 an hour. This is in line with what other counties are paying. Has been working at this rate for almost six years. Does a great job. Everything he observes he provides the services they expect. Is always compliant with Public Defense Commission which takes some of his time as well. Will make sure his budget accommodates this increase. Would only want an increase on this contract. Chairman Hancock said this is a twenty-three percent increase. John said yes, he realizes that is substantial but they have not done this over the years. Chairman Hancock is not sure how \$80 compares. John said he does some conflict work in other counties and the least he bills is \$100. Lemhi County is \$80. Commissioner Clark asked when it would take effect. John said this contract is pending review. So as soon as they get the new contract drafted. Probably around July 1. Chairman Hancock asked if they have the budget.

11:11:59 AM Chairman Hancock asked when the state takes over. John said they are fortunate here in Jefferson County. At an ICL meeting last month and they did a presentation on the legislation. Jefferson County is one that this goes into effect July 1, 2024. But the legislation includes a provision if a county is involved with Public Defense and compliant with the system the counties the state adopts the funding but the operations will not change until 2029. In our District is only Jefferson and Bonneville. So, this will stay for another six years. Felt this was fortunate for Jefferson County as they have an established office. Chairman Hancock said the state will just cover the cost. John said there is a lot of concern with the providers. Want to fund at least what the counties have been funding. Not sure where they will fall on the pay scale. They are protected for at least six years. To be honest he has been talking with Mr. Hoopes for several years and thinks this is an important time to proceed with this increase. Chairman Hancock said he may be part of the office at that point. John said no one knows what the state will do with the conflicts. Bonneville has some conflict attorneys as employees. Have not gone that direction yet. Chairman Hancock said they have their own office. Will not have to operate out of a district office in Idaho Falls. John said Mr. Crane and himself from Bonneville have spoken about this. Does not know who the Director will be. They need to be sensitive to the fact that our counties have been compliant.

11:15:49 AM Chairman Hancock said they would need his contract. John said he has this drafted. Chairman Hancock said they can discuss it but the actual rate should be in the contract itself. John asked if this could be put on the next meeting. Will submit this to Ms. Moon. Colleen wants to add Mr. Hoopes is really good to work with on billings and reports.

**PROSECUTOR – MARK TAYLOR**

- EXECUTIVE SESSION 74-206 (F) – LEGAL – (ACTION ITEM)

11:17:49 AM Motion by Commissioner Young to go into executive session 74-206 (F) - Legal. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.


Open session 11:35

11:36:04 AM Chairman Hancock said they discussed legal issues.

**COMMISSIONERS**

- EXECUTIVE SESSION 74-206 (B) – PERSONNEL – (ACTION ITEM) – CANCELLED

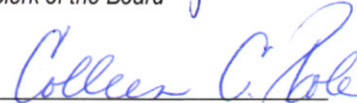
11:36:17 AM Motion by Commissioner Young to adjourn at 11:36. Second by Commissioner Clark. All in favor – aye. Motion passed.

  
Chairman of the Board

8/14/23  
Date

  
Clerk of the Board

8/14/23  
Date

  
County Clerk

8/14/23  
Date

