JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
APRIL 5, 2021

Meeting called to order at 9:03. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Mark Taylor, Emergency Management Rebecca Squires, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Chairman Hancock. Prayer offered by Commissioner Clark.

DUE TO COVID-19 COMMISSIONER MEETING WILL BE HELD IN PERSON OR ON ZOOM.

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COMMISSIONERS – SHERIFF – STEVE ANDERSON

- QUARTERLY JAIL INSPECTION

9:04:58 AM Commissioners, Colleen Poole, Mark Taylor and Audrey Moon attend the jail inspection. Are met by Sheriff Anderson and Lieutenant Bush. Go to the kitchen. This area is clean. Sheriff Anderson said the new stove is ordered. Lieutenant Bush shows the commissioners and explain that the other two will need replaced as well. Have Chris Wojciechowski who is taking care of the kitchen. Chris said he works on the menus with Lieutenant Bush. Sheriff Anderson said they are down on numbers with only forty right now. Believes COVID has been an impact as well as it seems to slow down this time of year. Go into the sallyport area. They have two transport vans. Chairman Hancock said they had the roof fixed last year and got the security fence installed. Sheriff Anderson said they are still waiting for Omni to come and finish the gate then the fence will be completed. Go into control room where Deputy Powell and Deputy Davey are manning the doors. Lieutenant Bush said out of the forty inmates they have four females, one transgender and thirty-five males. Work release beds are not in use since this program has been suspended due to COVID risks. Head out through dispatch and the Sheriff’s Office. No issues to report sign off on the jail inspection. (Exhibit A)

Open session 9:34

ASSESSOR – JESSICA ROACH

- RESOLUTION #2021-30 – DESTRUCTION OF RECORDS – (ACTION ITEM)

9:35:12 AM Jessica said that she has a destruction of records for personal property never put on the rolls. Chairman Hancock reads resolution #2021-30. “At a meeting of the Board of Jefferson County Commissioners, State of Idaho, on the 5th day of April 2021, 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. 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 Jefferson County Assessor. Taxpayers list of Personal Property records prior to January 1, 2017 that have been exempted by Idaho Code 63-602KK. Approved and adopted this 5th day of April 2021.”


- AG FIVE ACRES OR LESS EXEMPTIONS – (ACTION ITEM)

9:38:36 AM Jessica said the first one came in this morning. The others are the ones she sent last week. Commissioners review the Gneitings have all of the correct information.


9:41:09 AM Resolution to approve the five acre ag exemption for Scott and Barbara Carpenter parcel RP07N33E133180. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

9:41:38 AM Commissioner Clark said this is new property for William Claxton that was just purchased in February. Is going to raise livestock but is attached to other property. Chairman Hancock said this has been under agricultural production. Jessica said for five acres that is purchased they usually give them a year to become established.

9:42:00 AM Resolution to approve the five acre ag exemption for parcel #RP04N38E213671. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

9:43:20 AM Commissioner Clark said they have one from Megan Lovell. Has this scratched off for $500? Chairman Hancock said this is not their call this is the State. She did come in a few weeks back and told her to get the previous income. Jessica said the previous owner has been qualified for the last five years. Commissioner Clark said she has the previous owner’s income for the parcel. Chairman Hancock said they just bought this would not allow the $500 but would have another year. Jessica said this was farmed last year. Colleen asked if they want specific instructions in the letter. Chairman Hancock said yes. Colleen will get with Jessica.
Motion by Commissioner Clark to approve the five acre ag exemption for Allen and Megan Lovell parcel #RP04N39E230776. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Commissioner Clark said next is Kevin Carpenter. Sells livestock. Chairman Hancock said this has granaries. Jessica said granaries do not qualify. Commissioner Clark said that he sold some heifers for the income.

Motion by Commissioner Clark to approve the five acre ag exemption for Kevin Carpenter on parcel #RP07N35E358900. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Commissioner Clark said he has one from Tera Forther. Has income on the application.

Motion by Commissioner Young to approve the five acre ag exemption for parcel #RP04N38E320010. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Commissioner Young said they have Nancy Durham that is completed and has income.

Motion by Commissioner Young to approve the five acre ag exemption for parcel #RP07N35E357201. Second by Commissioner Hancock. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Commissioner Young has one from Gunderson Enterprises, LLC. This is correct and has income.

Motion by Commissioner Young to approve the five acre ag exemption for parcels RPE00360010010, 11, 20, 30, 50, 60, 70, 80, 90. Nine total parcels. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed. Commissioner Clark asked on this where a home is being built when is it no longer considered ag. Jessica said if a house is being built it will be fixed next year. They value as of what the land is being used as of January 2021.

- TAX EXEMPT APPLICATIONS – (ACTION ITEM)

Motion by Commissioner Young to approve the tax exemption for Rigby Senior Citizen Center parcel #RPA00000182347. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Motion by Commissioner Young to approve the tax exemption for Grand Teton Council parcel #RP05N39E330026. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Motion by Commissioner Young to approve the tax exemption for Crown of Life Lutheran Church parcel #RP04N38E240757. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Motion by Commissioner Young to approve the tax exemption for LDS Church will attach parcels. (Exhibit B) Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Chairman Hancock asked on the training. Jessica said it will be held next Tuesday and they need to register. Audrey said she would register them.

- HIRING ADDITIONAL DMV CLERK – (ACTION ITEM)

Jessica said she is here to request some additional funds due to the new system. Has created backlog since October. Looking for funds from the general contingency line to hire an additional DMV Clerk to help with the lines and the backlog that keeps accruing. Hates to shut down the office once a week to keep up. To help the staff be able to use their PTO. They feel obligated to come into work. Been some discussion this may be able to be paid with the Cares Act money. Chairman Hancock said he did speak with Rebecca on this. Jessica said the line is out the door. Rebecca asked the extent that this is a result of the pandemic. Jessica said probably half. It is non-

Tera Fortner.

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Motion by Commissioner Young to approve the tax exemption for Crown of Life Lutheran Church parcel #RP04N38E240757. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

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Rebecca said the increase to building and grounds could fund from the American Rescue Plan since they do the cleaning and sanitizing. Commissioner Young said asked if have had to shut the office down. Jessica said they were shut down part of November and December. Opened up mid-January and the lines have been constant. Chairman Hancock said right now they need to authorize if she can get another employee. Critical thing is to look at the usage in the DMV and the time people are spending in line. Jessica said they are already working forty hours and accruing comp time daily. It is non-stop. Commissioner Young said that the need is there. Jessica said they have another computer from ITD in mid-March. Chairman Hancock asked if they will have another station. Jessica has not worked that out will still have to juggle that. Has been using the Assessor side. Another concern is they have basically outgrown the space they are in. Shut this down to Jefferson County residents only due to the long lines. Our constituents are their main concern. Rebecca said they have comments from the Treasurer. Chairman Hancock said they have 17 people waiting in line now. Jessica said she has to go out constantly to have the line not block the Clerk’s Office. Busy from now through the summer. This is the busy time and are already seeing outrageous lines. Commissioner Clark asked if they still have vehicles that had not been registered. Jessica said no the majority of the day is title on new vehicles. The stacks of mail just keep coming in.

Jessica said they have added 250 houses to the rolls since October. Planning & Zoning reported from January to March have 139 single family building permits and 2 multi-family building permits. Take this in with DMV an average person has multiple vehicles, ATV’s and

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camp trailers. Has phenomenal employees that should be able to use their time off that is accrued. Commissioner Young said they need some additional help. Chairman Hancock agrees they need to help alleviate the lines. Commissioner Clark agrees they need to do something. Jessica said this would be forty hours a week full time position. Hope would be to help better serve the West Jefferson residents. Right now go out there two times a month. Would like to expand this to once a week. They are busy out there non-stop when they go out there. Commissioner Clark asked if they have money in the contingency fund. Chairman Hancock said it was indicated that the contingency is not labor money. Could use this if they need.

10:05:27 AM Jessica is looking at an additional $11,100 since she has the $6,000. Colleen would caution using the contingency on a payroll. Would rather they go over the line and reimburse this by the American Rescue Plan if possible. Chairman Hancock said this is easier to go over then they have an audit trail of where the money was spent. Jessica is thinking the first of May by the time they advertise and hire.

10:06:54 AM Motion by Commissioner Young to approve the Assessor to hire another DMV Clerk. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

10:07:13 AM Jessica greatly appreciates this. Commissioner Young said they have a line most of the time has been getting some concerned phone calls.

WILL JENSON - JORELLE MCCLELLAN

• URBAN RENEWAL – PATHWAYS – TRAILS


10:08:57 AM Jorelle said she will introduce this. Is a developer and real estate agent. Grew up in Rigby. Loves Rigby. Is helping out with this project to get some recreational development. Wanted to come in as citizens. Talked to the City of Rexburg they have a pathways and would like to connect to Idaho Falls. Will also works for City of Rexburg but the missing piece is Rigby. Talked with the transportation department would like to put a pathway from County Line road where that gravel parking lot is and would follow a dirt path ATV trail would like to turn this into a walking path on Yellowstone Highway into Rigby under the overpass and to the right. Would then have other paths that go through there. Have some districts set up in Rexburg.

10:10:37 AM Will said he is going to join the Zoom call. The City or Rexburg received some grant funding and looked to expand the paths in the City of Rexburg. Some need to expand regionally as well. Did some research and some leg work on what kind of pathway plans are in Idaho. There is a lot of interest in the communities. Talked with Economic Development in Rexburg and Idaho Falls. Have pathways on the greenbelt in Idaho Falls. There is a pathway study in the Teton area. Connecting Driggs, Victor, Jackson through Yellowstone back up to Island Park through Ashton and Tetonia. This is a 260 mile pathway. There are pathways up in Northern Idaho. Did a study on the trail up there. A lot of movement in this direction. City of Rexburg has Blue Cross on board for some funding. There are other sources of funding. Presents some slide on preliminary items they have put together. Looking at constructing pathways from Blackfoot who has established pathways to St. Anthony and beyond. There is public demand. Have seen some tragic events with deaths on roadways. Have a lot of homes without shoulders or sidewalks. Did surveys all over Eastern Idaho mostly via social media. Of the respondents almost twelve percent would use these daily. Could use these for cross country skiing so they are used year around. Have about thirty percent that would use these weekly. Eighty-nine percent thought Jefferson County would benefit from these pathways. Shows some breakdowns per cities. Most of the people would use this to spend time outdoors. They are strongly in favor of interconnecting these pathways. Can go to Rexburg to Idaho Falls on these. Wants to see these connect schools, rivers, parks into universities and shopping malls. Looking at the economic benefits using other studies. See sales tax revenue increasing and property tax value increasing. Did a study over in Teton County. Shows some of the results. Looked at people using pathways a lot of these are tourists from the area. This showed questions were specifically asked shows an increase in spending. This is specific to the pathway. Locals spent an additional $1,500 a year.

10:21:04 AM Will said in this pathway study the economic impact was $131 million. These benefits are concentrated where they have higher population. Have a group out of Jackson has found a great recipe and may be able to offer some assistance to us. There has been a lot of jobs created for those pathways in that area. Benefits they have all seen the increase in ATV's and recreational vehicles. Want everyone to see the outdoors as a way to recreate. Place making is a big word in economic development. This is for areas close to natural amenities. Improves the livability in the area. As far as funding sources they have state and federal grants. Have a lot from the state. Have private funding have Blue Cross of Idaho Foundation that is helping. Brent may be able to talk about some of the resources. There are other pathway initiatives around the region. Idaho Falls has a well-designed pathway plan. As well as Cœur d'Alene. Shows a map that shows existing pathways in the area.

10:22:41 AM Brent said pathways are an incentive. Are seeing the growth here in Jefferson County. Has not done a lot with the demographics yet. With the growth that is occurring people are leaving other states to come to Idaho. Tend to be an older generation. To attract the younger families having regional connectivity between Rexburg and Idaho Falls. Grew up in Treasure Valley the greenbelt in Boise connects all the way down to Eagle. When they look at the connectivity it creates a lot of use. Used this when he went to Boise State to ride their bikes with his wife and daughters. Will mentioned most of the funding sources. Urban Renewal has been discussing pathways. Most of this would be in the Urban Renewal District. Has been speaking with Jorelle on how they can move forward with getting pathways and walking areas. This is an actual option for some additional funding to offset costs. Agency has talked about connecting the south park to the lake for about nine months. Funding opportunities are out there. Sent some information to Jorelle with links to different funding sources and other agency type of grants.

10:26:22 AM Jorelle would like to support a recreational tax and forming a district. This would help with some recreation within the county. Was told that a district did a flat tax fee of $36 per person from the impact area. Does not know what the county needs help with. Has Mickey that runs the lake. If they build it they will come. If they charge money everyone will complain until they see the improvements. Can sell houses now because of Rigby Lake because of how awesome it is. Then they see the community is amazing. Thinks as livability is a pathway that can connect. Wants to give the kids back that 1990s feel where they can ride bikes and not play video games.
Chairman Hancock said they all recognize the need for this. Sometimes obtaining the right-of-way for the paths is the hardest part. They do not have any old railroad. Need a group to go out and find a path along a roadway may still be dangerous. There are a lot of things that need to be addressed. They need more details and research on where these paths will be. Then they would look at the funding. Need to know where they will put them and how will they obtain the right-of-way. Does not think there is a question on the need. Just need the property. Jorelle hoped to include this along with Park & Recreation. If they need another person to enlist this. All along the highways is owned by the State of Idaho. Has started the conversations with State of Idaho and Idaho Department of Transportation. Coming to the county to help back them. Chairman Hancock knows others wish they had a rec. center. Does not think they can afford it at this time. Has seen some across the area that are fantastic. Jorelle said a recreational district and a tax would be the way to create this. Chairman Hancock said the cost could be thirty-five to forty millions of dollars. Jorelle said they could start smaller. Does not have to be millions. Will said City of Rexburg is talking with Horrocks Engineering. The idea is Blue Cross of Idaho Foundation would like to see a template and would eliminate a lot of the costs for the county. Jefferson County is in the middle of other areas that want to move forward. Would like to have a regional meeting with all the areas.

Chairman Hancock understands this but Madison County has not given them a plan to bring this down or from Bonneville. See these paths just within the cities. The missing part is how they connect these all together. Commissioner Young asked if they have looked at where these would go. Jorelle said they may come out of Menan. They need county support and Park & Recreation to get behind them. Need someone with Park & Recreation that could look at besides the lake. Chairman Hancock said they will discuss this with their Park & Rec. Commissioner Young thinks this is a good place to start. Chairman Hancock said they had asked Mickey to put together a citizen group. Want this input. Commissioner Young asked who can use these. Jorelle would prefer non-motorized probably walking, biking or strollers. Will said the expectation would be ebikes. This is changing the demographics of bicycling. Jefferson County has had a predictable cost of living which is a safe place for retirees. Do not have safe routes to school would never let any of his kids ride their bikes to school. Chairman Hancock knows Dave was working on a grant for Farnsworth on the one side of 4800. Their Road & Bridge individual was working on this.

Dave said they did not get the grant. This was from Wood Haven Creek. Will said it is important to have regional connectivity. Then the success is more likely. Would like to get everyone in the same room at the same time. Jorelle said department of transportation was really big on the plan. Chairman Hancock said they need citizen participation.

Melissa asked about a citizen group. Mickey Eames has joined the conversation. The problem is the path has to come across the river. Chairman Hancock said they are putting together citizen volunteers and have two more here for her.

**PUBLIC WORKS – DAVE WALRATH**

**UPDATE**

Chairman Hancock asked to mention the breakup coming into the courthouse. Chairman Hancock has joined the conversation. The problem is the path.

Dave said first is the Kettle Butte Dairy project. Chairman Hancock knows he needs to sign some documents. Had a long chat on Friday with Ted. Dave said he will send this back to EDA and mention the typo. Had been hung up on the certificate of title. Have agreed to take this out of the award. So it will not be an issue. Only on design. Do not have any construction funding yet anyways. The crew will finish widening 3700. Chairman Hancock said they had the bridges on 3700. Dave said trying to get the wing walls back in has been a problem where the gas line has been located. Should have this done today and tomorrow. Thursday the precast will be delivered to 3600. Both pickups were delivered last week. Has a safety meeting tomorrow at the landfill. Bonneville moved into the landfill hoping they will start today. Are able to take cards now at both Road & Bridge and Solid Waste. Will be bringing chips from Leadore. The hot plants will be starting up this week. Price is $49.50 from HK. Depatco is $57. Never know when they may need another supplier especially if they have a big job. The durapatcher truck is out there. Almost done with the work plan. A lot of this is what was left over from last year. Chairman Hancock asked to mention the breakup coming into the courthouse.

Chairman Hancock asked on the bridge on Western Canal. Dave said this will have to go out to bid. This will be a challenge because there is so much building going on. Have to have a public works license. May need to reach out to the insurance company. Have heard positive comments on the jersey barriers with reflective tape. This is a safety improvement. Fixed the guardrails. Chairman Hancock said he went out and climbed up on this were worried about it sinking and is not worried after going out there. Looked at the bridges on County Line. That gas line was just put in. Dave said they send a guy out to make sure when they are working. Chairman Hancock wished they would have moved this over five feet. Dave said then the wing walls would have fit. Chairman Hancock said they just put this in during the winter they had the road shut off. Dave said utility companies have yearly permits it is a corporate yearly permit. Happy that the power company came and moved the poles. Commissioner Clark asked if the gas line goes underneath the canal. Dave said the problem is it does not go completely under the canal. If it if they would not have these issues with the footings. There is a lot of silt in that canal is about three feet deep. Chairman Hancock said this is the Harrison. Dave did fill out their permit form. Measured this it is thirty-three feet and six inches across 3700. So should be an improvement for the trailers. Did spend money on a plate impactor for this project. Will see this claim coming through. Chairman Hancock was surprised they didn’t already have one. Dave said they can use this for asphalt as well.

**PLANNING & ZONING – KEVIN HATHAWAY – ERIK STOUT**

**UPDATE**

Kevin provides the permit information. From January to March are ninety-five percent higher this year. Does not have any applications yet for Tyson’s position. Chairman Hancock said the increase from last year have seen a lot of activity in the City of Rigby. Kevin thinks this is important the county is growing as well. Working with them to update the area of impact.

Kevin brought the report from the public hearing. Then maybe ask questions next week. Chairman Hancock asked if they have any other comments. Kevin said these are the things that were brought in. Mark said they had some desire in the meeting to make some changes based on the public input. This is going to be similar to what will be sent out. Understanding on the work meeting this week is they will revise this ordinance based off of public comment.
EXECUTIVE SESSION 31-874 & 74-206(D) – RECORDS EXEMPT FROM DISCLOSURE – (ACTION ITEM)

10:59:07 AM  Motion by Commissioner Young to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure for Indigent services. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

   o APPROVAL OR DENIAL OF INDIGENCY APPLICATION – (ACTION ITEM)
Open session 11:14

INSURANCE - CARLOS APONTE

11:14:25 AM  Carlos said he spoke with Colleen and wanted to come in and discuss the provision on the American Rescue Plan Act that passed. Basically under the law employers can allow their employees to extend their contribution for dependent care from the maximum $5,000 to $10,500. This is an employer decision on how this works. This is if they wanted to increase their account they can. Had open enrollment back in October or November. Allowing this would allow them to change this early. Looked at the records and right now only have six people using the Dependent Care SA. If they open this up anyone in the county could obtain this. The employee makes a yearly election and divide this out of their checks to help pay for daycare. Can only use this as they contribute this. Most of the time when they elect it’s usually the full amount. This would be an extra $5,500. Is not sure if this will be extended again for the fall or not. Most of the time this is used up due to daycare expenses. This is just administratively. Suggestion would be if they allow this to give a timeline before they close it out. Chairman Hancock said they could add this to the web portal message. Carlos said he would just have to get with Marilyn.

11:19:56 AM  Motion by Commissioner Clark to approve the increase in the American Rescue Plan Act for the Dependent Care SA can increase this from $5,000 to $10,500. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

MIKE HAYCOCK

11:21:09 AM  Mike Haycock works for Highley Development. Submitted an application in the middle of December. The subdivision was approved December 22. This application was not processed and now is under a moratorium. Wanted to make the grievance known this was submitted before the approval so should be grandfathered in. Would really appreciate if this application was processed. The moratorium will be figured out but whatever happens from that moratorium their application was in previously. Would request this be processed. Chairman Hancock asked where this is at. Mike said this is Millcreek Estates at 4200 E 100 N. Chairman Hancock asked if there is a subdivision. Mike said this has been platted. Chairman Hancock asked the amount of homes. Mike said roughly eighty homes. There are three divisions. Did not come to make an argument. Chairman Hancock just wanted the background. The application is changing they wanted to do individual wells like others have been allowed on 4100 and County Line. This is what the application is regarding. Just wanted to make the grievance known. Chairman Hancock asked the size of lots. It was slated for community wells but the application was to change this to individual wells on .60 acre lots. Chairman Hancock said this is out of the area of impact. Mike is not sure of the zoning. This has been platted for years.

11:24:56 AM  Commissioner Clark asked if they had a hearing. Mike said they have three divisions. These affected division two and three. Should have been processed and not delayed to this extent. This is the issues. This was before the moratorium.

11:25:42 AM  Mark said for the Commissioners’ benefit he spoke with Mr. Haycock’s attorney Andrew Rawlings on Friday. Should probably talk to his attorney. Mike said he still would like to state his grievances with Planning & Zoning. Not looking for litigation just wants the application processed. Mark suggests that he speak to his attorney.

HUMAN RESOURCES – REBECCA SQUIRES

11:27:21 AM  Rebecca said as requested by the board has created a flextime and flexplace policy. Have for many years already offered these to employees on an informal basis. Really no one else in the area has actual policies for this. This allows them to adjust the work week for the employees as long as the employees’ hours remain consistent. This just formalizes this. This is not something that every employee can take advantage of. They still have to look at the operational needs of the department. Had some informal discussions to test this on how this works hourly and exempt. Need to remember the second paragraph this is binding to the Commissioner Departments and advisory for other elected officials. Need to be careful to not interfere with compliance of the law. Hoping that they have reviewed this. The important part is under Ill section A With regards to flex time exempt or salaried employees and department heads are not eligible and may occasionally work more than forty hours. Supervisors may request a time card for these hours. Cannot have an ongoing arrangement as a department head. If they worked on an issue on a Saturday may call whoever they answer to and work out a one-time agreement to come in late or leave early. This should not be ongoing for the department heads. Other salary employees that are not department heads this could be flexed. For hourly they shift hours for longer days. It may also be used to avoid accrual of comp time. Commissioner Young said they can work twelve one day and four the other. Rebecca said as long as they still have operations covered. Then they have flexplace for those that have the ability to work at home. Have an agreement on the last page. This is to establish what the agreement would cover. This has a place when the agreement is over so it is documented.

11:35:08 AM  Chairman Hancock said one comment on the flextime agreement if this is once a month would not need an agreement. Rebecca said no this is if working 8:00 to 4:00 is more accommodating for an employee than 9:00 to 5:00 is so it would be a reoccurring.
11:36:01 AM Jessica asked why department heads are exempt. Chairman Hancock said they can flex time but not permanently. Cannot only work four days a week. Prime example is Planning & Zoning has needs during the night. This is case-by-case. Jessica said that she is thinking about opening the office at 8:00 and flexing people. Rebecca said those individuals are hourly.

11:38:00 AM Colleen asked the difference on flextime and comp time. Is flex more permanent? Kristine said if they have people working over this is comp time if they use this at a different time. Flextime is used in the same week. Comp time is taking care of after the week. Rebecca said they cannot carry flextime over. It is in the same week and is hours actually worked. Does not qualify if they have a holiday.

11:40:39 AM Tammy said they have to be careful had a lawsuit paid out years ago. Can only have forty hours in a week. Mickey said she gets comp time during the summer. Uses this the next year. Rebecca said this is not going to be used by everyone they can opt-in. Not all employees can be a part of this. Need to have communications.

11:41:56 AM Tammy said this policy reads this is a case-by-case. Probation has always been on a flex time since they are on call. This makes it sound like this is an individual basis. They get called out by law enforcement they have to flex this. Rebecca said a lot of departments are already doing this. Tammy said this plan feels ridged if they have to fill out a schedule. This is automatically flexed now by her employees. Also she is a department head but she flexes as well due to court and people calling her after hours. Rebecca said they do not want to break anything that is already working. If they have a single instance that is out of hours for more than two hours then they can flex this. Tammy just wants to make sure this is not too ridged. Did see Marks response to the hours. Have altered their hours due to COVID. Has some questions on if that was a problem. Chairman Hancock read this statute because it says governmental is this state or county. Tammy asked if this is elected offices or every office within the county. Mark said he had similar questions. The elsewhere does define that they have seven offices these are the elected officials’ offices. Tammy said they are hoping to keep Friday afternoon as appointment due to employee restrictions.

11:49:31 AM Jessica said she just printed a different statute that the commissioner set their hours. Rebecca asked if there are any provisions they would like to see different. Mark said this statute is helpful.

11:51:26 AM Rebecca said in 2008 there was a contraction of the number of hours available for employees. Some of the hours have adjusted back.

11:52:07 AM Kevin said he came in late they mentioned comp time usage. Chairman Hancock said this is not comp time. This is for flextime. They have two different options. Asked Kristine to explain this again. Kristine said comp time is earning extra time in a week and then they bank this in the payroll system to use later. Flextime is if they earn extra time during a week and use this time during the same week. Kevin read something about exempt and non-exempt employees. Rebecca said department heads are not eligible for ongoing flextime arrangements. However if they are called in for more than two hours in an instance then with communications to a supervisor they can flex this. Salary employees can work out flextime with their supervisors. Commissioner Young asked after a meeting Thursday night then can leave Friday. Rebecca said as long as the work is still being covered. Tammy said that flextime is cheaper for those that work forty hours otherwise they are paying out comp at time and a half.

11:56:52 AM Kristine said this is a tool for some situations. Asking them to use flextime when possible. It is used to help if need be but does not change anything they are doing now. Kristine asked who this protects. Rebecca thinks both. Sometimes an employee needs an accommodation. This helps them formalize the agreement. This is a communication tool. This is not intended to break anything. This is intended to be a communication tool. Chairman Hancock said they have Road & Bridge that works ten hour shifts. Knows that Dave does as well but still works on Fridays. Mark said they may want to add that they are talking about long term situations not every little thing.

12:00:23 AM Rebecca said not all relationships are harmonious so sometimes it helps to have something written down. This helps in difficult situations. Appreciates their time and feedback. Will make those changes and bring it back next week for adoption.

KELLY CANYON – NEIL BROWN

KELLY CANYON ROAD

12:01:33 PM Neil Brown said he has been the owner of Kelly Canyon. Have Mike Vansteenkiste with him who is buying Kelly Canyon. Neil wants to thank the Road & Bridge Department did not get as much support this last year. Only call for help when they need it. Had their best season with around 750 cars. This is a lot of cars to come up the hill every day. Do have some older equipment they use when they can. Chairman Hancock said they have spoken and knows that they had a lot of cars up there and makes it harder to turn around. Dave said they have 850 miles of road to maintain with 500 paved miles. Try to focus on the hill with as much as they can. Provide them with some anti-skid that they can apply. Have tons of subdivisions they now have to deal with. Neil said this has been better since they got the agreement. A few times they would come later in the day and not early like they had done for years. Dave said a lot of this depends on the storm. First priorities are the school buses.

12:08:27 PM Neil said from the cattle guard up this is included in their forty year permit. Dave said they cannot have people parking on the road and they had that a lot. Need to prevent them parking on the road. Neil said the arrangement they have now is they turn around at the loop and go back down. If they have issues with parking maybe they need to increase the parking area more. Record year in the thirty-one years they have been there. Dave said they had a suggestion to work with Heise to bus people up from their parking lot. Love the business and try to keep people on the road. Last year they had a lot more slide offs since it was a worse winter. Neil said that when they call they really do need the help. Wanted to introduce Mike and wait for the big changes. Mike said they really want to make this a gem of Jefferson County. They are exercising all options on trying to bus people in.

12:13:38 PM Mike said with a new lift they have contracted with a company out of Salt Lake. Will make the experience better. Looking at a zip line option and talking about the history of the area. From the private side looking at lodging. Want to make this a year around location that people can come up to. Pushing to do some green trails for the mountain bikes.
COMMISSIONERS

- QUARTERLY REPORT
  12:17:17 PM  Colleen said the only fund in the negative is the Debt Service Fund which is negative until they transfer the funds. This budget is about halfway through. Chairman Hancock said they have overrun on the workers comp. Colleen said they raised this forty percent and this was not enough. Chairman Hancock said they will review this and let her know if they have any questions.

- APPROVE CERTIFICATES OF RESIDENCY – (ACTION ITEM)
  12:19:50 PM  Motion by Commissioner Clark to approve certificates of residency for the College of Eastern Idaho for Kearstin Allen and Kathy Erickson. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

- APPROVE COMMISSIONER MEETING MINUTES – (ACTION ITEM)
  12:24:14 PM  Motion by Commissioner Clark to approve commissioner meeting minutes from March 15, 2021 and March 22, 2021 with noted changes. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 12:27

HUMAN RESOURCES – REBECCA SQUIRES

- EXECUTIVE SESSION 74-206 (B) – ACTION ITEM - PERSONNEL
  12:28:14 PM  Motion by Commissioner Young to go into executive session 74-206 (B) – Personnel discussion. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

  Open session 12:43

  12:43:56 PM  Chairman Hancock said they discussed a personnel issue and how to proceed.
  12:44:10 PM  Motion by Commissioner Young to adjourn at 12:44. Second by Commissioner Clark. All in favor – aye. Motion passed.