JEROME COUNTY BOARD OF COMMISSIONERS
Tuesday, September 12, 2023

PRESENT: Ben Crouch, Chairman
Charles Howell, Vice Chairman
Art Watkins, Commissioner
Jane White, Deputy Clerk

Meeting convened at 9:07 A.M.

COMMISSIONER REPORTS

Commissioner Watkins reported he had visited the Eden Senior Citizen Center as well as a Valley School Board meeting. He said parents and interested parties had asked the school board if it was possible to resurrect the ag program.

Commissioner Howell related that he had attended a Fair Board meeting and had heard a financial report there. He said there is an opening for a Fair Board member and that he believed the vacancy should be announced to the public before the Commissioners interview applicants.

Commissioner Howell had attended a meeting regarding the establishment of a Senior Center/Recreation District building in the Eden/Hazelton area. He said there would be three public meetings informing voters of an election for a $6 million bond in November.

Commissioner Howell had also used a donated brush hog mower to mow the parking lot for the new RV park in the Snake River Canyons Park.

Commissioner Crouch had met with attorneys about two personnel matters. He had also attended an Airport Advisory Board meeting where members had reviewed Federal Aviation Administration rules about leases at the Jerome Airport.

Commissioner Crouch had met with Architect Kevin Thibault about remodeling the former jail in the Courthouse and had also learned that the tractor at the Airport was now at the Fairgrounds.

All three Commissioners had attended a commemoration of the 911 attacks that was held at Crossroads Point Business Center. Over 3,000 flags were flown in remembrance of those who died. Lt. Governor Bedke spoke; the Jerome High School Choir and Band performed; first responders marched in a parade; and hamburgers and hot dogs were cooked by the Commissioners.

All the Commissioners had also attended a Ribbon Cutting and Open House for the new Jerome City Police building.

Commissioners Watkins and Crouch were present at a Rotary meeting where State Representative Jack Nelsen gave a legislative update.

APPROVE TIME RECORDS

The Board approved Time Records for Brent Culbertson, Scott Denning, Mark Reyes, Tanya Stitt, and Mario Umana for the August 27, 2023, through September 9, 2023, payroll period.

BUSINESS AND/OR ADMINISTRATIVE MATTERS

The Commissioners signed four Catering Permits for the South Hills Bar & Grill, LLC, Hansen, to be used September 16, 2023, from 11 A.M.-10 P.M.; September 23, 2023, from 4 P.M.-12 A.M.; September 24, 2023, from 4 P.M.-12 A.M.; and September 30, 2023, from 5 P.M.-12:30 A.M.

The Board signed a Claims Approval Report dated September 8, 2023, for the Insurance Deductible Trust Fund, with a grand total of $2,007.60.

The Board signed Employee Wage Change forms to increase the salaries of Scott Denning, Marty Luhr, Tanya Stitt, and Mark Reyes according to County budget allowances for FY 2023-24.

SIGN AND APPROVE CLAIMS

The Board signed a Claims Approval Report dated September 8, 2023, for the Justice Fund, with a grand total of $1,449.60.

The Board signed a Claims Approval Report dated September 8, 2023, for the Auditor's Trust Fund, with a grand total of $30,385.33.

The Board signed a Claims Approval Report dated September 8, 2023, with a grand total of $151,279.83 for the following funds: General, Airport, District Court II, Justice, and Ambulance.

❖ A Motion was made by Commissioner Crouch to approve claims as presented. It was seconded and carried with unanimous ayes.

Commissioners signed claims for the September 6, 2023, to September 11, 2023, claim cycle as follows.

9-6-2023 to 9-11-2023

BUDGET TOTALS

	DEPARTMENT	PAYROLL	ACCT PAY	GRAND TOTAL
1	CLERK		$ 53.95	$ 53.95
2	ASSESSOR			$ -
3	TREASURER			$ -
4	HUMAN RESOURCES		$ -	$ -
5	COMMISSIONERS		$ 1,073.86	$ 1,073.86
6	CORONER		$ 824.00	$ 824.00
10	BUILDING & GROUNDS MAINT.		$ 1,510.12	$ 1,510.12
11	EMERGENCY MANAGEMENT		$ 2,154.20	$ 2,154.20
13	EXTENSION AGENT		$ 112.52	$ 112.52
14	DATA PROCESSING		$ 7,475.83	$ 7,475.83
15	ELECTIONS		$ 146.01	$ 146.01
16	CHARITY			$ -
18	GENERAL		$ 11,836.38	$ 11,836.38
21	PLANNING & ZONING		$ 318.29	$ 318.29
22	GIS		$ 656.62	$ 656.62
29	GENERAL FUND RESERVE			$ -
30	VETERANS			$ -
	Sub Total (General Fund)	**$ -**	**$ 26,161.78**	**$ 26,161.78**
4	SHERIFF		$ 6,228.09	$ 6,228.09
5	SHERIFF-DETENTION		$ 2,627.60	$ 2,627.60
6	ADULT PROBATION			$ -
7	PROSECUTOR			$ -
8	PUBLIC DEFENDERS		$ 1,139.45	$ 1,139.45
9	JUVENILE PROBATION		$ 26,433.77	$ 26,433.77
18	GENERAL JUSTICE		$ 31,142.91	$ 31,142.91
	Sub Total (Justice Fund)	**$ -**	**$ 67,571.82**	**$ 67,571.82**
3	AIRPORT		$ 40,688.03	$ 40,688.03
6	DISTRICT COURT		1970.27	$ 1,970.27
7	FAIR			$ -
9	CAPITAL FAIR			$ -
11	HEALTH DISTRICT			$ -
15	ELECTION CONSOLIDATION			$ -
20	REVALUATION			$ -
23	SOLID WASTE			$ -
24	TORT			$ -
27	WEED			$ -
29	AMBULANCE		$ 229.55	$ 229.55
38	WATERWAYS BOARD			$ -
38	WATERWAYS SHERIFF			$ -
41	BOND REDEMPTION		$ 587,590.11	$ 587,590.11
48	AMERICAN RESCUE PLAN		$ (93,857.90)	$ (93,857.90)
	Sub Total	**$ -**	**$ 536,620.06**	**$ 536,620.06**
	GRAND TOTAL	**$ -**	**$ 630,353.66**	**$ 630,353.66**

CONRAD ARCHITECTS—STORAGE BUILDING PROPOSAL

The Commissioners discussed a proposed scope of work and fee for architectural and engineering services to add an addition to the jail evidence storage room.

❖ A Motion was made by Commissioner Crouch to approve a construction contract with Lombard Conrad Architects for the jail evidence storage building expansion based on approval of a Starr Corp bid for expansion. It was seconded and carried with unanimous ayes.

ANDREA WIESENMEYER—FAIR RECAP AND QUARTERLY REPORT

Fair Manager Andrea Wiesenmeyer and Clerk/Auditor/Recorder Cy Lootens were present.

Andrea Wiesenmeyer presented a six-page report, which included costs for the new grandstands as well as statistics and a critique from the 2023 Fair and Rodeo. She also asked that the Commissioners fill out a critique sheet of the 2023 Fair before October 10, which is the next meeting of the Fair Board.

Wiesenmeyer stated that both attendance at the Fair and at grandstands events were increases from the previous year. She said event rentals had also increased, but she added that she may raise event deposit amounts, with some events not allowed to return. Commissioner Howell suggested hiring a company to clean up after events.

Wiesenmeyer reported that Fair Board members had been very helpful in presenting the 2023 Fair and Rodeo. Goals for the coming year were to update the Master Plan and to meet with the Commissioners to review the Memorandum of Understanding between the County and the Fair.

Wiesenmeyer included a letter from Corrine Barry in her report, which stated that the Barrys had decided they would not pursue establishing an RV park on the Fairgrounds.

Wiesenmeyer said Fair Board members would review applications for a new member at their October meeting.

➢ The Commissioners asked that they see all applications before they make an appointment.

Commissioner Crouch asked for a profit and loss statement for the 2023 Fair and Rodeo; Wiesenmeyer said she was still reviewing the numbers, but that it looks like a profit was made. The Commissioner also said an easier way to access the VIP tent was needed.

Commissioner Crouch asked about providing shuttles to ease the limited parking at the Fairgrounds. Wiesenmeyer said that the College of Southern Idaho has a shuttle to borrow, but she was exploring the cost of hiring people to drive the shuttle.

Commissioner Howell suggested hiring school bus drivers.

Wiesenmeyer reported a leaking irrigation pipe coming from the City of Jerome.

➢ Commissioner Howell said he would look at it.

Commissioner Watkins was excused.

BRENT CULBERTSON—MAINTENANCE REPORT

Maintenance Supervisor Brent Culbertson was present. Also present was resident Jerry Holton.

Carpet Cleaning Bids: Brent Culbertson presented a quote to clean the carpets in the Courthouse, as had been directed by the Commissioners.

- ❖ A Motion was made by Commissioner Howell to approve carpet cleaning by Mr. Steam in the amount of $695. It was seconded and carried with unanimous ayes.

Report: Culbertson reported the project to widen the ambulance building doors was underway and that he had begun replacing lighting with LED bulbs at the judicial complex.

Commissioner Watkins returned.

Culbertson stated he was waiting for bids from electrical contractors for a project at the jail. He also said he had received applications for an additional maintenance employee as allowed in the FY 2023-24 budget, and he believed there were good possibilities.

NANCY MARSHALL—PLANNING AND ZONING REPORT

Planning and Zoning Administrator Nancy Marshall, Assistant Administrator Kacie Buhler, and Deputy Sheriff Rick Scruggs were present.

Deputy Scruggs reported an investigation of an open sewer by the Health District was still pending and that there are active violations for installing three mobile homes on the property without permits. He also said a violation for building without a permit and an infraction of non-operable vehicles were pending in the prosecutor's office for another individual.

Deputy Scruggs was excused.

Nancy Marshall read August statistics from the Planning and Zoning Office, including a financial report, building department inspections, and other department activities. She also included in her written report a page of meetings and activities she had accomplished as administrator.

Marshall informed the Board that Dan Suhr is resigning from the Mid-Snake Water Resource Council. She suggested that Suhr speak with the Board of Commissioners before the end of his term because the Board is responsible for appointing Suhr's replacement.

Marshall stated she was still training her assistant administrator to take her place when she retires in two months.

- ➢ It was determined Marshall would post the administrator opening in house in October.

EXECUTIVE SESSION
Janet Prescott, real estate agent for Keller Williams Sun Valley Southern Idaho, was present.

❖ A Motion was made by Commissioner Howell to go into executive session per Idaho Code 74-206(1)(c), to acquire interest in real property. It was seconded and carried with a unanimous roll call vote.

Meeting recessed at 12:01 P.M.
Meeting reconvened at 1:16 P.M.

DISCUSSION—REMOVAL OF CANNING KITCHEN FOUNDATION AT FAIRGROUNDS
Commissioner Howell recommended removing both the remaining concrete from the former canning kitchen and an asphalt pad for an unused skate park. He presented a proposal from Idaho Excavators for $7,750 for the canning kitchen and an extra $2,750 from the skate park, to be taken from Fair Capital.

❖ A Motion was made by Commissioner Howell to accept the bid from Idaho Excavators to remove concrete at the former canning kitchen location at the Fairgrounds and the old skate park asphalt. It was seconded and carried with unanimous ayes.

JOE JAMES—FELONY PUBLIC DEFENDER CONTRACT
Public Defense Attorney Joe James was present.

Joe James presented a contract for felony public defender services for FY 2023-24, with an amount formerly approved by the Commissioners.

➢ The Board said it would have its legal counsel review the contract before signing it, and the matter was continued until later in the day.

RYAN MOLSEE-TAX EXTENSION
Ryan Molsee had notified the deputy clerk that his meeting with the Board was not necessary.

MARTY LUHR—AIRPORTS REPORT
Jerome County Airports Manager Marty Luhr and Assistant Brandon Buckway were present.

Shop Bid: Marty Luhr presented bids to upgrade a shop at the Jerome Airport so it would be heated for winter work.

➢ Commissioner Crouch asked Luhr to find what it would cost to put in a temporary heater.

Commissioner Howell reminded that a permit and an electrician would be needed to remodel a commercial building.

Report: Luhr provided fuel inventory lists from September 1 through September 12 for both jet fuel and av gas. Brandon Buckway said fuel prices are increasing and asked when to raise the cost to customers.

Commissioner Crouch said to be fast to raise fuel costs and slow to lower them. Commissioner Howell advised Luhr to check Gooding Airport fuel prices.

Luhr asked that the antique heater stored at the Jerome Airport be removed. The Board said it would need to be offered for auction if it is worth more than $250. Luhr also said there is scrap metal at the Airport that could be sold to recycling.

- Commissioner Crouch asked Luhr to find out what a dumpster would cost.

Luhr said he was training his assistant to write notams for pilots because the Federal Aviation Administration (FAA) was no longer involved with them, to which the Board agreed.

Luhr stated that some areas of the Jerome Airport are not registered with the FAA because they need to be named.

- Commissioner Crouch asked that Luhr make sure names coincide with the Master Plan that is being updated.

Luhr said a new power pole at the Airport has been installed underground and paid for by the party that hit the above-ground pole; he also said he would send the FAA letter regarding the prohibition of storing non-aircraft items in hangars to the parties renting hangar space at the Airports.

MARK REYES—MAPPING REPORT

Mark Reyes, GIS (mapping) specialist, was present.

Mark Reyes read from a written report of his activities in August, which included ongoing activities and mapping projects as well as additional activities. He also included an invoice he had sent to the Jerome Cemetery District for mapping he had done at that cemetery.

Reyes said he had attended a meeting about updating County GIS data to be compliant with the NGS 911 system, which would be sent to SIRCOMM (emergency communications) within the next two years.

Reyes stated the City of Hazelton and the Jerome Highway District were both interested in his updating their data, and he asked whether to charge them as he does the Jerome Cemetery District.

- The Commissioners told him to charge just the highway district.

- Commissioner Crouch asked Reyes to confirm that the updated map for Commissioner districts was on the County website.

STEVE HINES—EXTENSION COOPERATIVE AGREEMENT/BUDGET AGREEMENT

University of Idaho Extension Educator/County Chair Steve Hines was present.

Steve Hines presented a Cooperative Agreement for University of Idaho Extension Programs, which the Board signed. Commissioner Crouch also signed a certification that the Jerome County Board of Commissioners approved the final budget for University of Idaho extension in Jerome County.

DISCUSSION—PROSECUTOR POSITION

Attorney Mike Seib was present.

Mike Seib advised the Board about filling the prosecutor position if it becomes vacant. He said that, according to Idaho State Statutes, a prosecutor could be appointed who does not live in Jerome County if three or fewer county residents are not interested in applying for the position. He added that an elected prosecutor would need to be a County resident to be sworn into office.

EXECUTIVE SESSION (recorded)

❖ 4:01 P.M. – A Motion was made by Commissioner Howell to go into executive session per Idaho Code 74-206(1)(b), personnel. It was seconded and carried with a unanimous roll call vote.

4:55 P.M. – Return to open session.

MIKE SEIB—LEGAL COUNSEL

Attorney Mike Seib, Planning and Zoning Administrator Nancy Marshall and Assistant Kacie Buhler were present. Also present were Linda Montgomery and Becky Jacky, Jerome County residents.

Moonlight Mountain Recovery Letter: Mike Seib presented an Administrative Order regarding appeals brought from the Planning and Zoning Commission's decision on an application for a Special Use Permit submitted by Moonlight Mountain Recovery for an alcohol and drug rehabilitation facility.

Seib advised the Commissioners to sign the Order that recused the Board of Commissioners from sitting in its quasi-judicial role and hearing the several appeals in the matter. As a result, the Planning and Zoning Commission's decision shall stand as the County's final decision.

Present were Emergency Management Director Tanya Stitt, Sheriff George Oppedyk, Treasurer Tevian Kober, Clerk/Auditor/Recorder Cy Lootens, and Chief Deputy Clerk Tracee McKim.

Seib further explained the Board's options.

❖ A Motion was made by Commissioner Howell to sign an Administrative Order in the matter of the appeal of the Planning and Zoning Commission's decision on a Special Use Permit for an alcohol and drug rehabilitation facility located at 395 Golf Course Road, Jerome, Idaho. It was seconded, followed by discussion in which Commissioners Howell and Crouch said they signed the order under disgruntlement. The Motion carried with unanimous ayes.

Hangar Use Policy: The Airport Advisory Board had approved the letter from the FAA advising hangar owners not to store non-aircraft items in their hangars, and the airport manager had said earlier in the day that he would send the letter to the hangar owners.

Fish and Game Letter regarding Shooting Range: This matter was continued until September 18.

Resolution for Destruction of Prosecutor Property: Signing the resolution was continued until September 18.

Joe James Felony Public Defender Contract, Continued from earlier in the day: Seib agreed with the Commissioners signing the contact that had been presented by Joe James.

❖ A Motion was made by Commissioner Watkins to accept the felony public defender contract for Joe James. It was seconded and carried with unanimous ayes.

READ AND APPROVE MINUTES

❖ A Motion was made by Commissioner Howell to approve the minutes of September 5 as presented. It was seconded and carried with unanimous ayes.

INDIGENT MATTERS

There were no indigent matters to come before the Board.

PUBLIC HEARING, COUNTY FY 2023-24 BUDGET (recorded)

Present were Clerk Cy Lootens, Chief Deputy Clerk Tracee McKim, Attorney Mike Seib, Treasurer Tevian Kober, Planning and Zoning Administrator Nancy Marshall and Assistant Administrator Kacie Buhler. Also present were Linda Montgomery and Becky Jacky.

Cy Lootens stated the Commissioners had tentatively accepted the FY 2023-24 County Budget on July 31. He said the levy rate for the taxpayers had decreased in the tentative budget.

Commissioner Crouch stated the total County budget was $24,072,075. He said $6,789,195 was from revenue not spent; with other revenue of $7,539,752, leaving $9,732,000 from taxes.

Commissioner Howell said the new budget included four percent cost-of-living raises for employees plus another four percent to be determined as merit increases by employee supervisors.

Tracee McKim said the budget allows for longevity bonuses of hourly increases of 20 cents for County employment from five to nine years; 40 cents for ten to fourteen years; 60 cents for fifteen to nineteen years; and 80 cents for 20 or more years.

❖ A Motion was made by Commissioner Crouch to pass Resolution 2023-47, the Jerome County Budget for FY 2023-24 as presented in the meeting. It was seconded and carried with unanimous ayes.

RESOLUTION NO. 2023-47
JEROME COUNTY BUDGET
FOR FISCAL YEAR 2023-2024

WHEREAS, Notice of Publication having been heretofore given on the 8th day of August 2023 setting a public hearing where any taxpayer of the County of Jerome could appear and be heard upon any part or parts of the Jerome County Budget for the Fiscal Year 2023-2024; and

WHEREAS, said hearing was held on the 12th day of September at 5:15 o'clock p.m. in the Commissioners' Room in the Jerome County Courthouse at Jerome, Idaho, pursuant to Idaho Code Section 31-1606; and

WHEREAS, the Board of County Commissioners of Jerome County having duly considered said budget;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF JEROME, STATE OF IDAHO, that the Fiscal Year 2023-24 Jerome County Budget is approved as advertised and is fully set out in the attachment hereto and by this reference incorporated herein.

Total Budget	$24,072,075.00
Less Unexpended Balance	$ 6,789,195.00
Less Other Revenue	$ 7,539,752.00
Net from Taxes	$ 9,743,128.00

DATED This 12th day of September 2023

ATTEST:

/s/ Cy Lootens
CYRL LOOTENS, Clerk

(S E A L)

/s/ A. Ben Crouch
A. BEN CROUCH, Chair

/s/ Charles M. Howell
CHARLES M. HOWELL, Commissioner

/s/ Art Watkins
ART WATKINS, Commissioner

Tevian Kober thanked the Board for the generous wage increases allowed in the new budget.

BUDGET HEARING, AMBULANCE FY 2023-24 BUDGET (recorded)
Clerk Cy Lootens and Chief Deputy Clerk Tracee McKim were present.

Cy Lootens said the Board had also tentatively accepted the 2023-24 ambulance budget on July 31.

Commissioner Crouch stated the total ambulance budget for FY 2023-24 was $758,500. He said $49,589 was in the budget from cash on hand; $40,000 was from other taxes, leaving a net from taxes of $668,911.

❖ A Motion was made by Commissioner Crouch to pass the Ambulance Budget for 2023-24 as presented. It was seconded and carried with unanimous ayes.

RESOLUTION NO. 2023-48
JEROME COUNTY AMBULANCE BUDGET
FOR FISCAL YEAR 2023-24

WHEREAS, Notice of Publication, having been heretofore given on the 8th day of August 2023 setting a public hearing where any taxpayer of the County of Jerome could appear and be heard upon any pat or parts of the Jerome County Ambulance Budget for the Fiscal year 2023-2024; and

WHEREAS, said hearing was held on the 12th day of September 2023 at 5:30 o'clock p.m. in the Commissioners' Room at the Jerome County Courthouse at Jerome, Idaho, pursuant to Idaho Code Section 31-1606; and

WHEREAS, the Board of County Commissioners of Jerome County having duly considered said budget;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF JEROME, STATE OF IDAHO, THAT THE FISCAL YEAR 2023-2024 JEROME COUNTY AMBULANCE BUDGET IS APPROVED AS ADVERTISED AND IS FULLY SET OUT IN THE ATTACHMENT HERETO AND BY THIS REFERENCE INCORPORATED HEREIN.

Total Budget	$758,500.00
Cash on Hand	$ 49,589.00
Other Taxes	$ 40,000.00
Net from Taxes	$668,911.00

DATED THIS 12th day of September 2023

ATTEST:

/s/ Cy Lootens
CYRL LOOTENS, Clerk

(S E A L)

/s/ A. Ben Crouch
A. BEN CROUCH, Chair

/s/ Charles M. Howell
CHARLES M. HOWELL, Commissioner

/s/ Art Watkins
ART WATKINS, Commissioner

Meeting recessed at 5:41 P.M.

Respectively submitted:

Jane White, Deputy Clerk

BOARD OF COMMISSIONERS

A. Ben Crouch, Chairman

Charles M. Howell, Commissioner

Art Watkins, Commissioner