

**Teton County Idaho Commissioners' Meeting Agenda**  
**Monday January 9, 2017 9:00 am**  
150 Courthouse Drive, Driggs, ID – 1<sup>st</sup> Floor Meeting Room

**9:00** Oath of Office – Newly Elected Officials  
Appointment of Commission Chair

**MEETING CALL TO ORDER** – Chair  
*Amendments to Agenda*

**9:30** **OPEN MIC** (*if no speakers, go to next agenda items*)

**PROSECUTOR** – Billie Siddoway

1. Budget
2. Approval to Hire Deputy Attorney at 100% of Market Rate

**10:00** **TETON REGIONAL ECONOMIC COALITION** – Brian McDermott

1. Quarterly Report

**BUILDING** – Wendy Danielson

1. Building Permit Reports
2. Combined County Wide Building Department
3. Idaho Association of Building Officials Education Institute

**EMERGENCY MANAGEMENT** – Greg Adams

1. Update on Current Projects
2. Approval for Greg Adams and Ronn Carlentine to attend the annual ID Emergency Management Association Meeting

**12:00** **MONTHLY ELECTED OFFICIALS AND DEPARTMENT HEAD MEETING**

**PUBLIC WORKS** – Darryl Johnson

1. Solid Waste
  - a. Approval of a ProPak60 Recycling Baler from Altitude Recycling
  - b. Approval to Promote William Wise to Solid Waste Equipment Operator Position at 100% of Market Rate

2. Road & Bridge
  - a. Plowing Update
  - b. Hauling for Snow Sculpture – Great Snow Fest
3. Engineering
  - a. Cedron Road Improvement Project Town Hall Meeting Schedule
  - b. ID Parks and Recreation Grant Applications
  - c. Packsaddle Road Vacation

**PLANNING** – Holly Wolgamott

1. Update from Planning Assistant Sharon Fox
2. Interim Planning Administrator
3. Planning Administrator Interview Schedule

**CLERK**

1. Quarterly Financial Reports
2. Approval of Resolution 2017 – 0109 – Budget Adjustments for First Quarter of 2017

**ADMINISTRATIVE BUSINESS** (*as time permits*)

1. Approve Available Minutes
2. Other Business
  - a. Approval to Promote Bridge Smith to Chief Deputy in Sheriff's Department
  - b. Commissioner Committee Appointments
  - c. Commissioner Calendar – Town Hall
  - d. Beer & Wine Licenses, if any
  - e. Approval of Non-Motorized Pathways Ordinance
  - f. Approval of LTI and PTO Policy Changes
  - g. Executive Assistant Report
  - h. Committee Reports
  - i. Claims
  - j. Executive Session as needed per IC74-206(1)

**ADJOURNMENT**

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**Upcoming Meetings**

January 23 9:00 am Regular BoCC Meeting	February 13 9:00 am Regular BoCC Meeting	February 28 9:00 Packsaddle Road Public Hearing Continuation
January 23 6:00 pm Town Meeting Cedron Rd Shoulder Project	February 27 9:00 am Regular BoCC Meeting	March 13 9:00 am Regular BoCC Meeting

MEMORANDUM

TO: TETON COUNTY BOARD OF COMMISSIONERS

FROM: BILLIE SIDDOWAY

DATE: JANUARY 1, 2017

RE: PROSECUTOR'S OFFICE STAFFING

I request authority to hire Lindsey Blake, Esq., to serve as deputy prosecuting attorney for Teton County. Blake has been practicing criminal law for nine years in Idaho and Wyoming as a public defender and deputy prosecutor. She will be a valued asset to Teton County. Because of Blake's experience and knowledge of the area of law that will be the focus of her work for the County, I am requesting that she be provided with a salary at 100% of the Market Rate at the current schedule.



## Hiring New Employees

The following steps must be utilized by every Elected Official and Department Head whenever a new employee is hired.

- Vacancies created by the resignation or retirement of a current employee cannot be filled without prior consultation with the County Commissioners to verify that the current Departmental workload has not changed and that the current status of the County budget will allow the vacancy to be filled.
- Review the approved Job Description for the position you need to fill. If the Job Description is no longer accurate, work with the County Clerk to have the Job Description updated by the county's Human Resource consultant.
- Refer to the most current Pay Grade Chart to determine the pay grade for the position you need to fill.
- Refer to the current Salary Schedule to determine the Hiring pay rate for the vacant position (86-90% of the Market Point). In general, the salary for all newly hired employees will be 86% of the Market Point.
- Follow your departmental policies to advertise, interview and select your new employee. If a new employee will be hired (rather than promoted from within your department), you must notify the payroll clerk, who will post the position on the county website and send an email notice of the posting to all county employees.
- A newly-hired employee may not be offered a salary greater than 86% of the Market Point without prior written approval from the Board. If you believe that your new employee should receive a starting salary greater than 86% of the Market Point due to his/her special qualifications, experience, and/or education, you must write a brief explanatory memo to the Board. Your memo will be reviewed and discussed during a regular meeting.
- If your new employee will earn 86% or less of the Market Rate, and if you are certain that your budget includes funding for the position, you may make an offer contingent upon completing the Supervisor's Portion of the Payroll Form and obtaining an approval signature from one of the County Commissioners.
- After an employee accepts a position, deliver the Payroll Form to the Payroll Office within 5 working days so payroll becomes aware that a new employee has been hired and can be prepared on their initial date of employment.
- Be sure your newly hired employee completes all required payroll forms at least 7 days prior to the date of their first paycheck.

**Teton County Salary Schedule for FY 2017**  
**HOURLY PAY RATE**

Market  
Point



Pay Grade	<b>A</b>	<b>B</b>	<b>C</b>			<b>D</b>
	<b>HIRING</b> (86-90%) <b>86%</b>	<b>PROFICIENT</b> (91-95%) <b>91%</b>	<b>96%</b>	<b>MARKET</b> (95-110%) <b>100%</b>	<b>110%</b>	<b>SUPERIOR PERFORMANCE</b> (111-120%) <b>120%</b>
12	\$35.49	\$37.55	\$39.61	\$41.26	\$45.39	\$49.52
11	\$30.86	\$32.66	\$34.45	\$35.89	\$39.47	\$43.06
<b>10</b>	<b>\$26.83</b>	<b>\$28.39</b>	<b>\$29.95</b>	<b>\$31.20</b>	<b>\$34.32</b>	<b>\$37.44</b>
9	\$23.33	\$24.69	\$26.04	\$27.13	\$29.84	\$32.55
8	\$20.29	\$21.47	\$22.65	\$23.59	\$25.95	\$28.31
7	\$18.45	\$19.52	\$20.59	\$21.45	\$23.60	\$25.74
6	\$16.76	\$17.74	\$18.71	\$19.49	\$21.44	\$23.39
5	\$15.67	\$16.59	\$17.50	\$18.23	\$20.05	\$21.87
4	\$14.65	\$15.50	\$16.35	\$17.03	\$18.73	\$20.44
3	\$13.69	\$14.49	\$15.28	\$15.92	\$17.51	\$19.10
2	\$12.79	\$13.54	\$14.28	\$14.88	\$16.37	\$17.85
1	\$11.95	\$12.65	\$13.34	\$13.90	\$15.29	\$16.68

Employees within a particular pay grade will be hired at 86-90% of the Market Point. As time goes by, and as funds permit, deserving employees will receive merit raises within their pay grade based upon their work performance and the current Merit Administration Matrix. The Teton County Salary Schedule will be reviewed and adjusted as needed.



# PAYROLL FORM

- NEW EMPLOYEE
- CHANGE EXISTING EMPLOYEE

EMPLOYEE NAME: Lindsey Blake

### TO BE COMPLETED BY SUPERVISOR

Start Date: 1-9-17  
 Department: Prosecutor  
 Position: Deputy Prosecutor  
 Base hours per week: 40  
 Current Status:  Full Time     Part Time no benefits

REQUEST EFFECTIVE DATE: \_\_\_\_\_

ALL NEW HIRES & PAY INCREASES MUST BE APPROVED BY THE BOARD OF COUNTY COMMISSIONERS

Pay Rate: \$ 31.20 Hourly  
 \$ \_\_\_\_\_ Salaried  
 Employee Pay Grade: 10  
 Pay Rate is 100 % of market rate  
 Budget Account # 1 7 402  
FUND                  DEPT                  ACCOUNT

**PAYROLL CHANGES CAN ONLY OCCUR AT THE BEGINNING OF A NEW PAY PERIOD**

- Change Rate of Pay:
  - Merit Increase (attach Performance Evaluation)
  - Promotion       Other \_\_\_\_\_
  - From \$ \_\_\_\_\_
  - To \$ \_\_\_\_\_
- Termination (Must attach Employee Separation Report):
  - Last Day Worked: \_\_\_\_\_
  - Voluntary     Discharged     Laid Off

Comments:

### TO BE COMPLETED BY EMPLOYEE

Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_  
 ER Contact phone #: \_\_\_\_\_

### TO BE COMPLETED BY PAYROLL DEPARTMENT

DATE OF FIRST PAYCHECK: \_\_\_\_\_  
 INSURANCE ELIGIBILITY DATE: \_\_\_\_\_

- W-4
- I-9
- Supporting ID for I-9
- Direct Deposit
- Personnel Manual Acknowledgement
- PERSI Forms     118 for Law Enforcement
- Report New Hire to ID Dept. of Labor
- Notify I.T.     Facilities     R&B
- Contact AFLAC representative

Accrual Activation Date for Benefited Employee \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

### SIGNATURE

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
 Approved by the Board of County Commissioners: \_\_\_\_\_ Date \_\_\_\_\_

Deliver this original form to the Payroll Department



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**FROM:** Wendy Danielson, Building Department Manager  
**TO:** Board of County Commissioners  
**RE:** Building Department Update  
**MEETING DATE:** January 9, 2017

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The following items are for your review and discussion.

**Building Permit Reports:** Permit activity usually slows down at the end of the year but this year December continued to show fairly strong numbers in comparison to previous years. We issued 10 permits for the month with 4 of them being single family dwellings.

**Combined County Wide Building Department:** I have continued conversations with Tom Davis regarding a combined Building Department. I've been trying to meet with Ashley Kohler from the City of Driggs as well but with the holidays and varying travel schedules for both of us, we haven't been able meet yet. I hope to do that within the next week or two.

**Idaho Association of Building Officials Education Institute:** I'd like to attend the annual training event hosted by the Idaho Association of Building Officials (IDABO) in Boise at the end of the month. I would like to request the Boards' approval for travel, which will include staying in Boise for the week of January 23 - 27. Tom and I will both attend various classes for continuing education credits as well as association meetings.



# Permit Report

12/01/2016 - 12/31/2016

Permit Number	Permit Date	Permit Type	Owner Name	Work Type	Use Type	Job Description	Total Valuation	Permit Fees	Impact Fees
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## Group: Agricultural Exemption

16-1208-173	12/8/2016	Agricultural Exemption	GAUDET, CHARLES	New	Agricultural Only	WELL HOUSE & STORAGE	5,000	\$40.00	
							<b>5,000</b>	<b>\$40.00</b>	

Group Total: 1

## Group: Manufactured Home/Setting

16-1214-176	12/14/2016	Manufactured Home/Setting	GUILL, ALBERT D	New	Mobile Home	SETTING PERMIT - ON PIERS - REPLACING EXISTING SINGLE WIDE	0	\$150.00	
16-1202-169	12/2/2016	Manufactured Home/Setting	CMH HOMES INC	New	Mobile Home	SETTING PERMIT - FULL FOUNDATION	200,000	\$250.00	\$2,005.96
							<b>200,000</b>	<b>\$400.00</b>	<b>\$2,005.96</b>

Group Total: 2

## Group: Residential

16-1220-177	12/20/2016	Residential	KIRCHNER, KEVIN	Addition	Single Family Dwelling	ADDITION TO SFD	77,040	\$662.39	
16-1214-175	12/14/2016	Residential	CARSON RESIDENTIAL HLDNGS LLC	New	Single Family Dwelling	SINGLE FAMILY DWELLING W/ ATTACHED GARAGE	422,640	\$2,835.27	\$2,005.96

16-1209-174	12/9/2016	Residential	SMITH, EDWARD PATRICK	Remodel	Single Family Dwelling	REMODEL EXISTING HANGER/LIVING QUARTERS	162,000	\$932.54	\$2,005.96
16-1206-172	12/6/2016	Residential	DMA FAMILY TRUST	Addition	Single Family Dwelling	ADDING SUNROOM TO EXISTING HOME	500	\$250.00	
16-1205-171	12/5/2016	Residential	THACKER, THOMAS T	Addition	Single Family Dwelling	ADDITION TO SFD	69,876	\$560.09	
16-1205-170	12/5/2016	Residential	THOMPSON, DANIEL J	New	Single Family Dwelling	SINGLE FAMILY DWELLING W/	221,364	\$1,665.96	\$2,005.96
10-0712-038	12/7/2016	Residential	HAAR, DAVID HAROLD	New	Garage/Shop	DETACHED GARAGE	19,872	\$127.75	
							<b>973,292</b>	<b>\$7,034.00</b>	<b>\$6,017.88</b>

Group Total: 7

							1,178,292	\$7,474.00	\$8,023.84
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Total Records: 10

1/4/2017



# Education Institute

## PROGRAM

### REGISTRATION

Your registration fee includes the following benefits:

- Thank you gift
- Admission to Meals and Tradeshow
- Major networking opportunities
- ICC Education credits and workbooks

### MONDAY, JANUARY 23<sup>TH</sup>

**11 am — 5 pm ■ Simpson Strong Tie Workshop**  
(working lunch included)

Kick off the IDABO Education Institute by attending this **FREE** workshop which is designed for industry professionals such as Engineers, Architects, Building Jurisdictions, Contractors, Builders and others interested in learning about proper connections. Detailed information will be provided on Simpson Strong-Tie products, new code and product requirements

### TUESDAY, JANUARY 24<sup>TH</sup>

**7:00 am ■ Continental Breakfast**

**8:00 am ■ Registration**

**LOBBY**

**8:30 am-4:30 pm ■ IBC Building Areas, Fire Areas & Mixed Occupancies**

.6 ICC Preferred Provider CEU's

Instructor – Steve Thomas, Colorado Code Consulting  
Comprehensive discussion of the major compartmentalization concepts of the IBC, focusing on those requirements that deal with building size, sprinkler options and mixed-use buildings. Fire-resistance-rated construction is also addressed. This class will include topics on allowable areas, area increases, unlimited area buildings, fire area concept and construction, incidental/ accessory use areas and separated/non- separated uses.

**8:30 am— 4:30 pm ■ The Complete Permit Tech (Day 1 of 2)**

1.4 ICC Preferred Provider CEU's

Instructor - Steve Berger, City of Folsom CA

This 2-day course is intended to provide essential information in the areas of code administration and history, legal aspects, customer service, basic plan review, inspection process, zoning requirements, permit fee calculations,

basic occupancy and construction types, means of egress and dealing with difficult customers. Bring a calculator, and code books for IBC, International zoning, Legal Aspects and Basic Code Enforcement.

**8:30 am— 4:30 pm ■ International Mechanical & Fuel Gas Codes - 2015**

.6 Preferred Provider CEU's

Instructor – Gill Rossmiller, Colorado Code Consulting

A review of the International Mechanical Code and the International Fuel Gas Code will be provided, along with the basic provisions for appliance installation, combustion air, venting, fuel gas piping, ducting, ventilation and exhaust.

**10:30 — 10:45 am ■ Vendor Visits Begin/ Break-**

*New product information and networking will be available.*

**Noon— 1 pm ■ Lunch**

Lunch with Vendors and Tradeshow

**2:30 pm ■ Break**

**4:30-5:30 pm ■ Tradeshow and Reception**

**5:30-8:00 pm ■ IDABO Board Meeting**

Members Welcome

### WEDNESDAY, JANUARY 25<sup>TH</sup>

**7:30- 8:30 am ■ Full Breakfast and IDABO Membership Meeting**

*All attendees are welcome!!!*

**8:00 am ■ Registration and Vendor Visits Resume**

**Mystery** 



# Education Institute

## PROGRAM

### **8:30 am-4:30 pm ■ IFC and IBC Fire Protection Systems**

.6 ICC CEU's

Instructor - Scott Adams, ICC

This seminar is designed to guide participants through the 2015 IFC requirements related to fire protection systems (Chapter 9). These requirements include suppression systems, standpipe systems, automatic fire alarm systems, automatic detection systems and additional fire protection assemblies.

### **8:30 am – 4:30 pm ■ IRC 2015**

Steve Thomas, Colorado Code Consulting

.3 Preferred Provider CEU's

Explores the major provisions of the 2015 International Residential Code. The presentation includes detailed discussions of the provisions addressing the following issues: building planning; foundation, floor, wall and roof construction; exterior wall finishes; and roofing systems. The class is designed to provide an introduction to the provision of the code.

### **8:30am-4:30 pm ■ The Complete Permit Tech (Day Two of Two)**

- Steve Berger, City of Folsom CA

See Tuesday schedule for description

### **8:30am-4:30 pm ■ DET Training (Day One of Two)**

1.2 ICC Preferred Provider CEU's

Instructor : David Frelove

This two-day course is designed to introduce the skills necessary to become a Duct and Envelope Tightness (DET) Verifier, certified to perform the diagnostic testing required for new homes by the 2009 and 2012 IECC amendments.

### **10:30-10:45 am ■ Vendor Visits and Break**

### **Noon— 1 pm ■ Lunch**

*Permit Techs will hold a committee meeting*

### **2:30— 2:45 pm ■ Break**

### **4:30 pm-6:00pm ■ Hospitality Suite**

### **5 pm ■ Permit Tech Certification Testing - Separate fee applies**



### **THURSDAY, JANUARY 26TH**

### **7:00 am ■ Continental Breakfast**

### **8:00 am ■ Registration**

LOBBY

### **8:30 am-4:30 pm— Existing Building Code, 2015**

.6 Preferred Provider CEU's

Instructor - Steve Thomas, Colorado Code Consulting  
This one-day class addresses the use of the International Existing Building Code. Focuses on the fundamental requirements of IEBC that are placed on an existing structure that undergoes repair work, alteration, renovation activity or construction of an addition, and the effect of a change in the building's occupancy classification. The class discusses the prescriptive requirements, work area requirements and compliance alternatives method of evaluating work in an existing building. Topics include regulations of additions, alterations and repairs, changes of occupancy considerations, compliance alternatives and application of the IEBC.

### **Residential Blueprint Reading for Permit Techs**

.6 Preferred Provider CEU's

Instructor – Mary Dickson

This class will cover in depth the construction of a two-story single family residence and conversions of existing space into livable areas. Participants will review actual construction documents and research the IRC in depth. A full understanding of measurements, symbols, legends and details, locating information in the specifications, how to calculate area and the reading of truss and structural calculations will be covered. Problems associated with conversion of space into livable area will be discussed. This will include egress, light and ventilation, size and headroom requirements, stairways and how to recognize possible structural issues. Please bring to class the IRC, an architectural scale and a calculator.

### **8:30 am— 4:30 pm ■ IBC Update 2015 /Exit Systems**

.6 ICC Preferred Provider CEU's

Instructor— Doug Thornburg, Instructor

This course will identify important changes in the IBC from 2012 to 2015 edition. Participants will be presented with those changes that will most impact their use of the code when they adopt the 2015 IBC. The learner will receive an overview of the most important code changes. The second half of the class will cover the 2015 Exit System changes.



# Education Institute

## PROGRAM

**8:30am-4:30 pm ■ DET Training (Day Two of Two)**

**8:30 am— Noon ■ Fire Sprinkler Inspections**

.3 ICC Preferred Provider CEU's

Instructor – Jeff Hugo, National Fire Sprinkler Assoc.  
This session will provide a review on fire sprinkler inspections and problems to look for. It will address the occasional dilemma when the plans do not look like the “as built.” It will look at obstructions, seismic bracing, acceptance testing and more.

**10:30-10:45 am ■ Break**

**Noon— 1 pm ■ Lunch**

**1 pm— 4:30 pm ■ Wildland Urban Interface**

.3 ICC Preferred Provider CEU's

Instructor – TBA

This session will look at the Wildland Urban Interface problems and what fire and code officials can do about them, through the IBC and IRC, working in conjunction to lessen the threat of wildfire.

**2:30pm ■ Break**

**5 pm-6:30pm ■ Legislative Reception, Downtown Boise, Beside the Bardenay. EVERYONE WELCOME**

**FRIDAY, JANUARY 27TH**

**7:00am ■ Continental Breakfast**

**8:00am ■ Registration**  
LOBBY

**8:30am-Noon ■ Manufactured Housing Certification**

.4 DBS CEU's

Instructor - Doug Strunk, Idaho Housing Alliance  
To fulfill the continuing education requirements for installers and inspectors in Idaho. **THIS CLASS HAS**

**BEEN APPROVED BY THE IDAHO DIVISION OF BUILDING SAFETY.** This course will educate and inform the manufactured housing installer inspector and retailer on technical aspects of manufactured housing placement and set-up. The course will be four (4) hours (this includes at least 50 minutes of instruction per hour of class).

**8:30am-Noon ■ 2015 Plumbing Code**

0.3 ICC CEU's

Instructor: Cache Olson, City of Nampa

This class will cover the newly adopted 2015 Idaho Plumbing Code and significant changes you need to be aware of.

**8:30am-Noon ■ From the Ground Up! – Understanding Residential Construction for Permit Techs**

.3 ICC Preferred Provider CEU's

Instructor – Mary Dickson

A comprehensive study of all phases of residential construction geared toward the Permit Tech. Construction, and inspection processes, and terminology will be covered in depth. Attendees will gain knowledge about the construction of a single family residence- both frame and masonry, be able to identify various construction materials and have a better understanding of the required inspections.

**8:30am-Noon ■ Test Prep**

IDABO will be offered several test prep classes, depending upon need, and will offer certification tests in the afternoon. This will potentially include test prep for permit tech certification, Energy, IRC Residential Inspector certification and mechanical certification (depending upon demand). Testing will be from 12:30 to 3:30 pm (depending upon test length). If you are interested please register and the IDABO office will contact you with details.

**10:30-10:45 am ■ Break**

**Noon ■ Conference Ends**

**12:30 – 3:30 pm ■ ICC Testing**  
*Separate fee applies*



**Interested in being a Sponsor or Exhibitor?**

**Visit the IDABO website at  
[www.idabo.org](http://www.idabo.org) for more details**



# Teton County

## Emergency Management & Mosquito Abatement & IT

Department Report 12/9/2016-1/8/2017



### Current Projects

We have finished the wireless network upgrade for the Courthouse, the Law Enforcement Center and the Armory. We are waiting for some parts that will allow us to complete the project for the Road & Bridge and Solid Waste buildings.

We have finished the backup replication setup between the Law Enforcement Center and the Courthouse and they are now backing up to each other nightly.

We have procured most of the equipment for the 10 Gigabyte per second network backplane project and will begin deployment shortly.

On December 8<sup>th</sup> we sailed through a grant monitoring visit from the Idaho Office of Emergency Management. They usually come once a year to help us ensure that our documents and grant management systems are in order.

On December 29<sup>th</sup> the Mosquito Abatement District Board of Trustees approved a contract extension for 2017-2018 with our service provider VDCI.

On January 3<sup>rd</sup> John Leidorf and I gave a cybersecurity presentation to the Teton County Local Emergency Planning Committee.

### Future Projects

On February 6<sup>th</sup> through the 9<sup>th</sup> is the annual Idaho Emergency Management Association meeting in conjunction with the Idaho Association of Counties meeting in Boise. It will also include an exercise that will count towards our eligibility for using EMPG grant funds to pay for up to half of the Emergency Management salaries for Ronn and myself. Each year, both of us need to participate in 3 exercises in order to maintain our eligibility for our Emergency Management salaries to be able to be partially reimbursed. We have funds budgeted for this event. May we both attend the meeting?

### Future Appointments

- |       |                                                                            |
|-------|----------------------------------------------------------------------------|
| 1/10  | THIRA presentation at Eclipse meeting 9 AM                                 |
| 1/10  | Eclipse meeting with group at Teton Land Trust 11 AM                       |
| 1/11  | Web training on procurement under FEMA awards 9 to 1                       |
| 1/19  | Emergency Managers Workshop and Regional Healthcare Coalition in IF 9 to 5 |
| 2/6-9 | IEMA Conference in Boise                                                   |
| 2/7   | Teton County Response Agency Committee/LEPC Meeting 2:30 to 5 PM           |



WK: 208-354-0245  
djohnson@co.teton.id.us

**Public Works Department**  
**MEMORANDUM**

150 Courthouse Drive  
Driggs, ID 83422

January 5, 2017

TO: Board of County Commissioners  
FROM: Teton County Public Works Director – Darryl Johnson, PE, PLS  
SUBJECT: Public Works Update

The following items are for your review and discussion at the January 9, 2017 BoCC Meeting.

**SOLID WASTE**

**Cardboard Baler Purchase** – The County received 4 bids for a new recycling baler (Request for Bids attached). The Request for Bids was for a ProPak60 Full Eject recycling baler or equivalent. Bids are as follows:

<b>Company</b>	<b>Baler Model</b>	<b>Bid Price</b>
Altitude Recycling	ProPak60	\$104,400.00
Recycling Equipment	American Baler 3560CD-830	\$93,700.00
Recycle Systems	American Baler PW3560-830	\$101,795.00
Solid Waste Systems	ProPak60	\$125,865.25

Discussions regarding the American Baler have concluded that it is not an acceptable ProPak60 equivalent because it does not meet the platen minimum force of 172,000 lbs and the baler is larger than the ProPak60. Space in the recycling tent is at a premium. Because of these concerns, Public Works is recommending the ProPak60 be purchased from Altitude Recycling.

*ACTION ITEM – Motion to approve the purchase of a ProPak60 recycling baler for \$104,400 from Altitude Recycling. Funds to be paid from Solid Waste line item 23-00-817; Equipment for Recycling.*

**Operator Position** – An operator position recently came available at the Transfer Station. Current Recycler/Operator Will Wise has expressed an interest in this position. Although the positions carry the same title and pay grade, there are more responsibilities associated with the Operator position. We would like to accommodate Mr. Wise’s request by transferring him from recycling management. In addition, we would like to adjust his pay structure from 99% of market value (\$18.00) to 100% market value (\$18.23) to acknowledge the additional responsibilities and his experience based on the following;

1. William has been cross trained in all aspects of the solid waste operation in the previous 5 years since he joined the Solid Waste team.

2. William is quite efficient in operating all Solid Waste Equipment including the Grizzly and understands the importance of operating safely.
3. William has shown to possess great leadership skills and has been instrumental in assisting in training new employees.
4. William has also been the lead or go to when the supervisor and foreman are not available for guidance.
5. William takes ownership of tasks at hand, a good example of this is the recycling center; we have received numerous compliments from material brokers and end destinations (Pacific Recycling and Georgia Pacific) on the cleanliness, organization as well as the way the materials are processed.
6. William is currently working on obtaining his Class A CDL.

*ACTION ITEM – Motion to promote William Wise to a Pay Grade 5; 100% Market Value concurrent with his acceptance of the Solid Waste Equipment Operator position for reasons listed and discussed.*

### ROAD & BRIDGE

**Plowing** – R&B has received a load of salt mix and we have begun applying to Ski Hill Road. We are already seeing an improvement in road conditions.

**Hauling for Snow Sculpture** – R&B is scheduled to haul snow for this event on 1/12/17.

### ENGINEERING

**Cedron Road Shoulder Improvement Project** – A Town Hall Meeting is scheduled for the evening of Monday, January 23 to discuss the Cedron Road Shoulder Improvement Project. The meeting is scheduled for 6:00 p.m. to 8:00 p.m. Proposed format is as follows:

6:00 to 6:30 Introduce the project. Discuss funding, scope, timeline and preliminary design findings.

6:30 to 7:00 Public comment. This portion of the meeting will be recorded so we will be asking all parties wanting to comment to do so at the podium.

7:00 to 7:30 Project Discussion with commissioners

7:30 to 8:00 Open house format. Address individual concerns/questions.

**Idaho Department of Parks and Recreation Grant Applications** – IDPR grant applications are due January 27, 2017. Public works is applying for the following projects:

- Recreational Trails Program – Construction of a pedestrian trail along the Teton River at the new Bates Road boat ramp site.
- Recreational Road & Bridge – Signage and traffic control at the Bates Boat Ramp.
- Recreational Waterway Improvement – Permanent vault toilet at the Baste Road boat ramp site.

**Packsaddle Road Vacation** – This public hearing was continued to 2/27 at 9:00. Attached is a response letter to Ard Farms LLC that was agreed to be sent at the 12/27 meeting and needs signed by a commissioner.



**Teton County  
Request for Bids  
Teton County Recycling Baler  
December 15, 2016**

**1) Purpose of Request:**

The Teton County Solid Waste Department is requesting bids from qualified contractors for supplying and delivering a new ProPak60 Full Eject recycling baler or equivalent to the Teton County Solid Waste Facility located at 1088 Cemetery Road in Driggs, Idaho.

**2) Time Schedule:**

The County will follow this general timetable:

- a. Issue RFB on December 15, 2016
- b. The deadline for submitting the responses is December 30, 2016 at 10:00 am local time.
- c. Recycling Baler to be delivered and setup by May 1, 2017 coordinated by Teton County.

**3) Instructions to Proposers:**

- a. All responses shall be sent to:

Darryl Johnson – Public Works Director  
Teton County  
150 Courthouse Drive  
Driggs, ID 83422

OR

Emailed to Darryl Johnson, Public Works Director at; [djohnson@co.teton.id.us](mailto:djohnson@co.teton.id.us):

OR

Hand delivered to the County Clerk/Recorder office at 150 courthouse Drive, Driggs ID

- b. An authorized representative of the firm must complete and sign bid.

**4) Terms and Conditions:**

- a. The County reserves the right to reject any and all bids, and to waive minor irregularities in any RFB response.
- b. The County reserves the right to request clarification of the information submitted, and to request additional information from any respondent.
- c. Any RFB response may be withdrawn up until the date and time set above for opening of the RFB responses.
- d. Companies may submit written questions concerning this RFB to the Contact Person for receipt no later than 5:00 PM local time on December 28, 2016. Questions may be submitted to Saul Varela

via email to svarela@co.teton.id.us. Questions received after the stated deadline will not be answered. No oral statement of any person shall modify or otherwise change or affect the terms or conditions stated in the RFB, and changes to the RFB, if any, shall be made in writing only and issued in the form of an Addendum to the RFB and highlighted in the RFB. Addendum, if any, will be posted on the County web site. Bidders are responsible for reviewing all Addendum posted.

- e. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner to perform all work as specified or indicated in the bidding documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the bidding documents.
- f. This Bid will remain subject to acceptance for 30 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

### **5) Bidder's Representations**

In submitting this Bid, Bidder represents that:

- a. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the bidding documents, and the following Addenda, receipt of which shall be acknowledged in the Bidder Response Form.
- b. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- c. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- d. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs.
- e. Based on the information and observations referred to in section d above, Bidder does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- f. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- g. Bidder has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Owner is acceptable to Bidder.
- h. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

## 6) Bidder's Certification

Bidder certifies that:

- a. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- b. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- c. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- d. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph:
- e. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
- f. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
- g. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
- h. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

## 7) Scope of Work

Depending on budget appropriations and Contractor unit pricing, County reserves the right to reduce or increase contracted quantity if deemed necessary. The following criteria will be adhered to as part of the requirements:

- a. Contractor will provide Recycling Baler to the specifications outlined in Exhibit "A".
- b. Contractor agrees that the Baler will be delivered by May 1, 2017 as scheduled with the Solid Waste Supervisor.
- c. Contractor will setup Baler and provide one day of training/orientation for Teton County Solid Waste staff.
- d. It is mutually agreed that delivery time will affect the progress of other work that the County can or will suffer financial damages in an amount not now possible to ascertain if the Baler is not delivered on schedule. In view of these facts, it is agreed, in the event the County recognizes suffering, County will withhold from the Contractor, as liquidated damages and not as a penalty, the sum of \$100 per day for each calendar day that Baler remains undelivered beyond the date specified.
- e. Teton County shall provide all concrete work and electrical hookups.



## Bidder Response Form

Bidder's Corporation/Partnership Name: \_\_\_\_\_

Bidder's Business Address: \_\_\_\_\_

Bidder's Phone Number: \_\_\_\_\_ Bidder's Fax: \_\_\_\_\_

Bidder's Email: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Name (typed or printed): \_\_\_\_\_

SUBMITTED ON: \_\_\_\_\_

### Teton County Recycling Baler

Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Description	Bid Price
1	Recycling Baler – full eject horizontal w/ in-ground conveyor	\$

Bid prices listed shall include all applicable taxes and fees.

Addendum No.

Addendum Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT A**  
**(Bid Documents)**

## **TETON COUNTY RECYCLING BALER SPECIFICATION**

### **BALER**

- 1) Recycling baler shall be a full eject horizontal baler with in-ground conveyor.
- 2) Conveyor shall be an in-ground 52" wide slider bed conveyor.
- 3) Motor shall be at least 20 hp.
- 4) Feed opening shall be 54" side to side and 40" front to back.
- 5) Platen force shall be at least 172,000 lbs.
- 6) Target bale size shall be 60" x 40-48" (operator selectable)
- 7) Suitable materials for baling must include OCC, magazines, newspaper, office paper, aluminum cans, tin cans, aluminum radiators, HDPE, ABS, and PET.
- 8) Baler must include hydraulic oil, oil tank heater, upper hopper extension, conveyor controls, hydraulic door latch, and hydraulic oil filter.
- 9) Warranty shall be no less than 1 year labor, 2 year parts, and 3 year structure and cylinder.

### **DELIVERY**

- 1) Baler will be delivered by May 1, 2017 as scheduled with the Solid Waste Supervisor.
- 2) County will communicate with Contractor's designated representative at least 5 days prior to the delivery date.
- 3) Contractor shall deliver and install baler at the site prepped by Teton County.
- 4) Bid includes Contractor providing a minimum of one day training for Solid Waste staff.

END OF SECTION



**Public Works Department**

January 9, 2017

Mr. Delvan Ard  
Ard Farms LLC  
12922 Desert Olive Drive  
Oro Valley, AZ 85755

**RE: Ard Farms Access Off Of Milk Creek Road**

Dear Mr. Ard;

Thank you for your letter dated December 27, 2016 regarding the Ard Farm Access from Milk Creek Road. This matter was discussed at the December 27, 2016 Packsaddle Road Vacation Public Hearing. Because the new road alignment does not change at this access location, the Board of County Commissioners does not consider this matter to be associated or caused by the road vacation/re-alignment. It was agreed this matter is between landowners and the County should not be involved in resolving or supporting either party. In addition, no development applications have been submitted to the County to date. All exhibits submitted associated with the road vacation application are conceptual and have come at the request of the Commissioners in hopes to gain an understanding of future development plans.

Regards:

XXXXXXXXXX XXXXXX, Chair  
Board of County Commissioners

December 27, 2016  
Board of Teton County Commissioners  
150 Courthouse Drive  
Driggs, Idaho 83422

Subject: Land Development and Road Vacation/Abandonment/Addition (Packsaddle Road Project)

In the way of introduction, our family has always tried to maintain and make improvements that are beneficial to the county. For example, our father was named Teton County's "Outstanding Conservator" and received the Goodyear Conservation Award. The three miles of terraces he built were the first terraces in Teton County and their success in preventing erosion quickly convinced his neighbors to also build terraces. The Ard Farms LLC is currently in discussion with the Agricultural Conservation Easement Program, continuing in our efforts to help conserve Teton County agricultural lands and their related wildlife and plant resources.

We are attending the meeting today as a follow-up to our submissions for the October 31, 2016 meeting. As far as part of the Packsaddle Road project and the Grandview Ranch tracts development, the Ard Farms LLC access road to 200 acres of agriculture land on the east side of Ard Canyon from Milk Creek public road was blocked off with rocks thus land locking 200 acres of our farm land. This road has been used as an access road to the Ard property since the early 1900's.

We have made numerous attempts to contact Ron Judy who is the owner of Grandview Ranch VI Tracts and we have also tried to talk with Jess Horton because we were told he is managing the whole project. We have tried to do this through both Mr. Moulton and Mr. Meppen. Both Mr. Judy and Mr. Horton have refused to contact us.

We feel that Teton County should be pro-active in protecting the interests of all property owners and tax payers when approving developments and road projects. We were not notified regarding Mr. Judy's ranch tracts development. Yet this development will have a large impact on us as property owners with increased traffic, trespassing, and vandalism. We were not notified regarding the Packsaddle road project because we are more than 300 feet from the road – yet Mr. Judy has now landlocked 200 acres of our land with his road block across our access road.

We stated in the last meeting we would follow the commissioners' recommendation and try to work directly with Mr. Judy of Grandview Ranch tracts. Our attempts to do so have failed. As Teton County property owners and tax payers, we would like to ask Teton County's help in respecting property owner rights when approving developments and road alignments.

We would like to know the exact provisions Teton County has provided to maintain access easements for all landowners adjoining the proposed development adjacent to the Teton Valley Scenic Parkway. What specifically is included in the approval process paperwork to protect landowner access easement rights? We are not asking to buy access land, or buy a road, but only to have legal access easements to our property.

Please respond:

Delvan Ard, Manager

Ard Farms LLC Phone: (720) 940-1590 Address: 12922 N Desert Olive Dr., Oro Valley, AZ 85755 e-mail: delvan\_ard@yahoo.com

**From: Sharon Fox**

1/5/2017 9:20 AM

To: Holly Wolgamott

I have received two new applications for boundary adjustments and have six others working on plat and deed revisions. I have also processed two partial surety releases for River Rim Ranch and Blue Indian Subdivision with the help of Darryl Johnson. The developer of The Highlands Subdivision, Bill Fieldstead, wants to have a meeting with the Planning Administrator to discuss converting two lots into a lodge facility for a high end hunting/residential operation similar to the one at River Rim Ranch. I told him I would contact him when we have hired someone. There have been no other subdivision requests.

I have had three different calls from people asking about permits for camping on vacant land for the eclipse event. I have referred them to Alan Allred. The Temporary Use application is still in the process of being amended. It was reviewed at the P&Z meeting on 12/13 but the Commission had some concerns and they were not ready to approve the amendment as proposed.

I have finished uploading the P&Z meeting packets and minutes for 2016 under the new Minutes & Reports tab on the Planning & Zoning Commission page of our website. I am currently working on entering the approved One Time Only applications into the iWorkQ data base to flag the parcels that can never be subdivided again and I will eventually do the same for Boundary Adjustment applications.

Let me know if you have any questions or need more information.

Sharon Fox  
Planning Services Assistant  
Teton County Planning Department  
[208-354-2593 ext. 204](tel:208-354-2593)  
[sfox@co.teton.id.us](mailto:sfox@co.teton.id.us)

## FY 2017 EXPENSE BUDGET to ACTUAL as of December 31, 2016

Department	Budgeted Expense (as changed during year)	Actual Expenses to Date	% of Budget Spent	<b>QUARTERLY FINANCIAL REPORT:</b> Expenses and revenues are near to the amounts projected for the first 3 months of FY 2017 and the budgets appear to be in good shape. -mlh
<b>GENERAL FUND (Current Expense)</b>				
Clerk/Auditor	202,825	42,110	20.8%	
Assessor	310,925	67,338	21.7%	
Treasurer	182,400	37,876	20.8%	
Sheriff	1,176,409	223,529	19.0%	
Commissioners	224,100	50,903	22.7%	
Coroner	35,699	5,087	14.2%	
Prosecutor	276,947	64,109	23.1%	
Public Works Director	176,650	40,809	23.1%	
New Crthse Bldg & Grounds	185,969	23,080	12.4%	
Emergency Mgt	66,875	6,364	9.5%	
Extension	66,139	12,099	18.3%	
Information Technology	457,187	163,382	35.7%	Purchased \$41K SAN & completed \$11K Gmail conversion
Elections	68,039	31,773	46.7%	Most of annual cost related to General Election
LEC Bldg & Grounds	70,600	11,754	16.6%	
General	375,741	88,038	23.4%	
Dispatch	321,500	50,134	15.6%	
Jail	183,327	17,411	9.5%	
Planning	293,875	33,329	11.3%	
Building	173,127	37,871	21.9%	
GIS	91,955	30,115	32.7%	\$15,200 aerial imagery completed in October
Recreation	35,940	5,461	15.2%	
Armory Building	13,446	992	7.4%	
<b>GENERAL FUND TOTAL</b>	<b>\$4,989,675</b>	<b>\$1,043,564</b>	<b>20.9%</b>	
Road & Bridge	1,988,484	243,868	12.3%	
Court & Probation	598,122	101,637	17.0%	
Elections - State Funds	66,000	1,026	1.6%	
Indigent & Charity	61,625	0	0.0%	Indigent Clerk Salary budget spent April-June
Revaluation	130,604	31,800	24.3%	
Solid Waste	1,426,405	189,366	13.3%	
Tort	128,925	63,213	49.0%	Have paid 50% of this year's insurance premiums
Weeds	124,210	19,563	15.7%	
Road, Special	761,195	6,016	0.8%	Most spending occurs during summer months
Prosecutor's Special Drug	5,000	0	0.0%	
Road Improve-Devel Donations	30,000	0	0.0%	
Emergency 911 Commun	120,315	21,915	18.2%	
Extension & 4H Programs	3,550	61	1.7%	
Ambulance Service District	361,000	1,438	0.4%	New ambulance has been ordered
Mosquito Abatement District	292,061	65,467	22.4%	
Waterways/Vessel Fund	11,000	640	5.8%	
Sheriff Grants	102,338	0	0.0%	
Fairgrounds & Fair	96,300	6,742	7.0%	
Grants - All other	787,700	38,740	4.9%	
Impact Fees	241,800	0	0.0%	
<b>GRAND TOTAL</b>	<b>\$12,326,309</b>	<b>\$1,835,056</b>	<b>14.9%</b>	

## FY 2017 REVENUE Budget to Actual as of December 31, 2016

	Budgeted Revenue	Actual Revenue to Date	% of Budget	Notes
<b>001 GENERAL FUND/CURRENT EXPENSE</b>				
PROPERTY TAXES, penalty & interest	2,982,303	1,865,000	63%	Includes Dec. 20 tax collection
REMAINING CASH	339,400	339,400	100%	
LIQUOR ALLOCATION	105,000	22,534	21%	
SALES TAX - Inventory Phase Out	189,000	56,084	30%	
SALES TAX - Revenue Sharing	355,000	95,909	27%	
Personal Property Tax Replacement	22,050	10,510	48%	Receive two payments/year
State Ag Replacement	26,000	6,236	24%	
EMPG & Small Grants	28,000	17,264	62%	
ASSESSOR'S FEES	78,000	12,523	16%	Spring/summer busiest time for DMV
RECORDING FEES, PASSPORTS	83,400	26,256	31%	
SHERIFF'S FEES	51,000	13,893	27%	
INTEREST ON INVESTMENTS	12,000	7,408	62%	
FEE FOR ADMINISTRATIVE SERVICES	145,718	0	0%	First bills sent in January
LAW ENFORCEMENT CONTRACTS	109,633	0	0%	First bills sent in January
PAYMENTS FOR DISPATCH SERVICES	164,000	0	0%	First bills sent in January
SALE/RENTAL OF COUNTY PROPERTY	10,000	800	8%	
ELECTRICITY PROP TAX IN LIEU	52,000	0	0%	Received in June/July
LICENSES (Marriage, Beer/Wine)	12,900	9,147	71%	Beer/wine licenses renewed by Dec. 31
BUILDING PERMIT FEE	165,000	46,013	28%	
ALL P&Z FEES	25,100	6,871	27%	
PAYMENTS FOR PROSECUTOR SERVICE	17,984	0	0%	First bills sent in January
OTHER REVENUE	16,190		0%	
	<b>\$4,989,678</b>	<b>\$2,535,848</b>	<b>51%</b>	
<b>02 ROAD AND BRIDGE</b>				
PROPERTY TAXES, penalty & interest	326,052	260,008	80%	Includes Dec. 20 tax collection
REMAINING CASH	411,000	411,000	100%	
HIGHWAY USERS ALLOCATION	1,240,000	334,876	27%	
FOREST APPORTIONMENT	6,782	0		
REIMBURSEMENTS FROM CITIES	0			
FEES & MISCELLANEOUS REVENUES	4,650		0%	Includes reimbursement for work on landfill cap & Snowfest
	<b>\$1,988,484</b>	<b>\$1,005,884</b>	<b>51%</b>	

<b>06 DISTRICT COURT &amp; JUVENILE PROBATION</b>				
PROPERTY TAXES, penalty & interest	459,306	288,300	63%	Includes Dec. 20 tax collection
STATE INDIGENT DEFENSE GRANT	25,000	25,000	100%	
CIGARETTE & TOBACCO TAX	22,776	5,694	25%	
JUVENILE CORRECTIONS GRANT	27,390	6,847	25%	
JUVENILE SUPERVISION FEES	2,000	70	4%	
JUVENILE LOTTERY MONIES	3,150	719	23%	
DRUG TEST FEES	500	56	11%	
MENTAL HEALTH CARE GRANTS	7,000	2,200	31%	
MOTOR VEHICLE FINES	26,250	8,329	32%	
FILING FEES - COUNTY SHARE	5,250	828	16%	
RESTITUTION	5,525	811	15%	
ADMINISTRATIVE SURCHARGE FEE	5,250	771	15%	
MISCELLANEOUS REVENUES	8,725	0	0%	
	<b>\$598,122</b>	<b>\$339,625</b>	<b>57%</b>	
<b>23 SOLID WASTE</b>				
SOLID WASTE FEES, penalties & interest	625,000	401,565	64%	Includes Dec. 20 tax collection
GRAND TARGHEE SOLID WASTE FEE	11,000	0	0%	Bill sent in January
FRANCHISE FEES	15,000	11,593	77%	
TIPPING FEES	726,130	170,530	23%	
ALTA SOLID WASTE	22,275	0	0%	Received in June
SALVAGE & RECYCLING REVENUE	27,000	3,028	11%	
MISCELLANEOUS	0	0		
	<b>\$1,426,405</b>	<b>\$586,716</b>	<b>41%</b>	
<b>44 EMERGENCY COMMUNICATIONS</b>				
IDAHO LANDLINE 911 FEES	20,000	4,457	22%	
WYOMING 911 FEES	2,250	417	19%	
911 CELL FEES	98,065	19,202	20%	
	<b>\$120,315</b>	<b>\$24,076</b>	<b>20%</b>	
<b>50 AMBULANCE</b>				
DELIQUENT TAXES, Penalty & Interest	18,600	9,929	53%	Includes Dec. 20 tax collection
REMAINING CASH	313,000	313,000	100%	
ELECTRICITY TAX IN LIEU OF PROP	0			
COUNTY EMS FEES, collected by DMV	3,150	460	15%	
WYOMING AMBULANCE FEES	26,250	25,278	96%	WY has paid their share for new ambulance
	<b>\$361,000</b>	<b>\$348,667</b>	<b>97%</b>	



## EXHIBIT A - Resolution 2017-0109 Budget Adjustments for First Quarter FY 2017

Reason	Amount	Out of This Account	Description	Into This Account	Description	Date Discussed
Use contingency for AHMP publication costs	800.00	1-18-526	Contingency	01-14-482	All Hazard Mitigation Plan	10/12/2016
Use contingency for Adobe Creative software due to budgeting error	800.00	1-18-526	Contingency	01-14-679	Software	1/9/2017
Use 5-months of Planner salary for Eclipse Planner	19,000.00	01-21-402	Salaries-Planner	01-18-403	Eclipse Planner	12/27/2017
Use contingency for Eclipse Planner	31,000.00	01-18-526	Contingency	01-18-402	Eclipse Planner	12/27/2017
Use contingency for Eclipse Planner	5,700.00	01-18-256	Contingency	01-18-410	Retirement	12/27/2017
Use contingency for Eclipse Planner	3,900.00	01-18-526	Contingency	01-18-411	FICA & Medicare	12/27/2017
Use unspent ballot printing budget for election staff hours	1,800.00	01-15-441	Ballot Expenses	01-15-408	Extra Electin Help	1/9/2017
Use unspent ballot printing budget to index digitized microfilm record	7,000.00	1-15-441	Ballot Expenses	01-01-402	Deputy Clerk salaries	1/9/2017
<b>Changes that increase a Total Fund Budget without increasing taxes &amp; DO NOT require a Journal Entry to move cash balances. These amounts will be added to the end-of-year Budget Resolution.</b>						
Use remaining cash for installation of Darby Creek Culverts	58,613.00	n/a	Remaining Cash	33-00-812	Capital - Bridges	11/14/2016
Use remaining cash for installation of Darby Creek Culverts, CO #1	15,000.00	n/a	Remaining Cash	33-00-812	Capital - Bridges	12/27/2016
Use new non-grant Fund for some Bates River Park expenses	20,000.00	86-30-800	Capital-Bates River Park	30-00-800	Capital-Bates River Park	1/9/2017
<b>Changes that increase a Total Fund Budget without increasing taxes &amp; DO require a Journal Entry to move cash balances. These amounts will be added to the end-of-year Budget Resolution.</b>						
Close 4-H Checking Account and establish stand-alone Fund and budget for 4H & Extension Programs as recommended by Rudd & Company auditors and the University of Idaho	200.00	n/a	n/a	45-01-431	4H Leader training expenses	1/9/2017
	500.00	n/a	n/a	45-01-444	Supplies for 4H Clubs	1/9/2017
	650.00	n/a	n/a	45-01-450	Insurance for 4H Clubs & Leaders	1/9/2017
	800.00	n/a	n/a	45-01-548	4H Fees paid to U of I	1/9/2017
	1,000.00	n/a	n/a	45-01-558	All 4H Camp Expenses	1/9/2017
	200.00	n/a	n/a	45-02-435	Refreshments for Extension Programs	1/9/2017
	200.00	n/a	n/a	45-02-441	Extension Training Materials	1/9/2017



**RESOLUTION 2017-0109**  
**BUDGET ADJUSTMENTS FOR FIRST QUARTER FY 2017**

WHEREAS, on August 22, 2016 the Board of County Commissioners adopted the Teton County Budget for Fiscal Year 2017; and

WHEREAS, since that date the specific needs and expenses within several Funds have changed; and

WHEREAS, since that date unanticipated revenues may have become available; and

WHEREAS, since that date monies budgeted to be spent during the previous fiscal year were not spent, resulting in unanticipated cash carryover into the current fiscal year; and

WHEREAS, pursuant to Idaho Code 31 Chapter 16, the Teton County Auditor may not issue, and the Teton County Board of Commissioners may not approve, any claim for any expenditure in excess of a budget appropriation; and

WHEREAS, specific accounts within several Funds do not have sufficient amounts appropriated, while other specific accounts within those Funds have excess amounts appropriated.

NOW, THEREFORE, BE IT UNANIMOUSLY RESOLVED that the Board of Teton County Commissioners do hereby approve the following transfers of budget appropriations as itemized in Exhibit A.

APPROVED by the Board of Teton County Commissioners on January 9, 2017.

Chairman: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Mary Lou Hansen, Clerk

## EXHIBIT A - Resolution 2017-0109 Budget Adjustments for First Quarter FY 2017

Reason	Amount	Out of This Account	Description	Into This Account	Description	Date Discussed
Use contingency for AHMP publication costs	800.00	1-18-526	Contingency	01-14-482	All Hazard Mitigation Plan	10/12/2016
Use contingency for Adobe Creative software due to budgeting error	800.00	1-18-526	Contingency	01-14-679	Software	1/9/2017
Use 5-months of Planner salary for Eclipse Planner	19,000.00	01-21-402	Salaries-Planner	01-18-403	Eclipse Planner	12/27/2017
Use contingency for Eclipse Planner	31,000.00	01-18-526	Contingency	01-18-402	Eclipse Planner	12/27/2017
Use contingency for Eclipse Planner	5,700.00	01-18-256	Contingency	01-18-410	Retirement	12/27/2017
Use contingency for Eclipse Planner	3,900.00	01-18-526	Contingency	01-18-411	FICA & Medicare	12/27/2017
Use unspent ballot printing budget for election staff hours	1,800.00	01-15-441	Ballot Expenses	01-15-408	Extra Electin Help	1/9/2017
Use unspent ballot printing budget to index digitized microfilm record	7,000.00	1-15-441	Ballot Expenses	01-01-402	Deputy Clerk salaries	1/9/2017
<b>Changes that increase a Total Fund Budget without increasing taxes &amp; DO NOT require a Journal Entry to move cash balances. These amounts will be added to the end-of-year Budget Resolution.</b>						
Use remaining cash for installation of Darby Creek Culverts	58,613.00	n/a	Remaining Cash	33-00-812	Capital - Bridges	11/14/2016
Use remaining cash for installation of Darby Creek Culverts, CO #1	15,000.00	n/a	Remaining Cash	33-00-812	Capital - Bridges	12/27/2016
Use new non-grant Fund for some Bates River Park expenses	20,000.00	86-30-800	Capital-Bates River Park	30-00-800	Capital-Bates River Park	1/9/2017
<b>Changes that increase a Total Fund Budget without increasing taxes &amp; DO require a Journal Entry to move cash balances. These amounts will be added to the end-of-year Budget Resolution.</b>						
Close 4-H Checking Account and establish stand-alone Fund and budget for 4H & Extension Programs as recommended by Rudd & Company auditors and the University of Idaho	200.00	n/a	n/a	45-01-431	4H Leader training expenses	1/9/2017
	500.00	n/a	n/a	45-01-444	Supplies for 4H Clubs	1/9/2017
	650.00	n/a	n/a	45-01-450	Insurance for 4H Clubs & Leaders	1/9/2017
	800.00	n/a	n/a	45-01-548	4H Fees paid to U of I	1/9/2017
	1,000.00	n/a	n/a	45-01-558	All 4H Camp Expenses	1/9/2017
	200.00	n/a	n/a	45-02-435	Refreshments for Extension Programs	1/9/2017
	200.00	n/a	n/a	45-02-441	Extension Training Materials	1/9/2017

# Board of Teton County Commissioners

## MINUTES: December 27, 2016

*Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho*

**9:00 MEETING CALL TO ORDER** – Bill Leake, Chair  
*Amendments to Agenda*

**9:00 PACKSADDLE ROAD PROJECT CONTINUED PUBLIC HEARING**

**10:00 PUBLIC HEARING:** Conditional Use Permit Application from Anthony Owens for Valley Wide Cooperative Propane

**PLANNING** – Holly Wolgamott

1. List of Planning and Zoning Applications
2. Driggs Area of Impact Discussion
3. Draft Land Use Code

**OPEN MIC** (*if no speakers, go to next agenda items*)

**PUBLIC WORKS** – Darryl Johnson

1. Solid Waste
  - a. Cardboard Bailer Purchase
  - b. Action Excavation Request for Reimbursement
2. Road & Bridge
  - a. Plowing Update
  - b. Ski Hill Road Conditions
  - c. Sanding Roadways and Intersections
  - d. Approval to Assist Downtown Driggs Community Association with the Snow Sculpture Event
3. Engineering
  - a. Cedron Road Shoulder Improvement Project

- b. Gravel Pit SH33
- c. Approval of Increase to Darby Creek Box Culvert Contract
- d. Approval of IDPR Application
- e. Bates Boat Ramp Site Development

**1:00 AMBULANCE SERVICE DISTRICT**

1. Approve Available Minutes
2. Fire/ASD Agreement
3. Wyoming Payments

**2:00 IDPR RECREATIONAL TRAILS GRANT** – Sven Taow

**CLERK**

1. FY16 Road and Street Report
2. FY16 Vessel Fund Report

**ADMINISTRATIVE BUSINESS** (*will be dealt with as time permits*)

1. Approve Available Minutes
2. Other Business
  - a. Beer & Wine licenses, if any
  - b. Approval of Contract with Applied Communications
  - c. Approval of Housing Authority Intergovernmental Agreement
  - d. Approval of Non-Motorized Pathways Ordinance
  - e. Eclipse 2017 Planner
  - f. Executive Assistant Report
    - i. Approval of Changes to PTO and LTI Policy
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)(a) and (f)

**ADJOURNMENT**

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**Upcoming Meetings**

January 9 9:00 am Regular BoCC Meeting

February 13 9:00 am Regular BoCC Meeting

March 13 9:00 am Regular BoCC Meeting

January 23 9:00 am Regular BoCC Meeting

February 27 9:00 am Regular BoCC Meeting

March 27 9:00 am Regular BoCC Meeting

**COMMISSIONERS PRESENT:** Bill Leake, Kelly Park, Cindy Riegel

**OTHER ELECTED OFFICIALS PRESENT:** Clerk Mary Lou Hansen

Chairman Leake called the meeting to order at 9:02 am and led the Pledge of Allegiance.

9:03 am **PACKSADDLE ROAD PROJECT Public Hearing**

Minutes for the entire public hearing, which began on June 13, 2016 and has been recessed and continued several times, will be available when the hearing is finally adjourned. Today's hearing was recessed until 9:00 am on Tuesday, February 28, 2017.

10:03 am **VALLEY-WIDE COOPERATIVE CUP Public Hearing**

Driggs Planning Administrator Ashley Koehler presented the project which is in the City's Area of Impact (Attachment #1). Valley-Wide Cooperative is requesting approval for a 30,000 gallon bulk propane storage facility on a 1.34 acre lot in the Flying Saddle Subdivision, which is located in the M-1 Light Industrial zone. The proposal has been reviewed by the Driggs Planning & Zoning Commission, which recommended approval of the CUP with three conditions. Chairman Leake opened the meeting for public comment.

In Favor: None

Neutral: Teton Arts Council Chair Jill Gust said her organization's studio is adjacent to the property and is often visited by children. She is concerned about safety and requested more information about the fencing.

Opposed: None

Ms. Koehler said there would be a 6' chain link fence surrounding the property, with three strands of barbed wire at the top. The propane storage tank will be located on the far west side of the property.

● **MOTION.** Commissioner Riegel made a motion to approve the Conditional Use Permit for the Valley-Wide Cooperative bulk propane storage facility with conditions. The approval is based on the finding that the use is not in conflict with the Comprehensive Plan or Zoning for the City of Driggs and conditions are able to minimize adverse impact on surrounding land uses. The scope of the Permit should be limited to the materials submitted at time of application and the site plan dated 11-22-2016. The conditions shall be as follows:

1. A six-foot high chain link fence with 3-strands of barbed wire at top be installed around the entire lot, but no portion of the fence may project over the east and west property lines. The fencing shall be setback 20' from the south property line and 10' from the north property line.
2. No outdoor storage of junk or un-related material and equipment may be stored on site.
3. An Aviation Easement must be signed by the owner and the City and recorded at the time of issuance of the Conditional Use Permit.

The motion was seconded by Commissioner Park and carried unanimously.

## **PLANNING**

**DRIGGS AREA OF IMPACT.** The Board discussed the letter sent by Driggs Mayor Hyrum Johnson requesting that the County and City begin negotiations to amend the Airport Overlay Zone and modify the sign regulations for the City's Area of Impact (Attachment #2). Ms. Koehler said the City wants to eventually renegotiate the entire Area of Impact agreement and boundaries, but only after the County has adopted a new Code.

● **MOTION.** Commissioner Riegel made a motion to enter negotiations with the City of Driggs regarding the Driggs Airport Overlay and sign regulations within the Driggs Area of Impact. Motion seconded by Commissioner Park and carried unanimously.

Ms. Koehler said the City understands that negotiations cannot begin until the County has new Planning Administrator.

**PENDING APPLICATIONS.** The Board briefly reviewed the list provided by former Planning Administrator Kristin Owen (Attachment #3). The document summarizes the status of all current applications, which include:

four One Time Only Land Splits, four Boundary Adjustments, seven Subdivisions, one Plat Amendment, one Permit with Conditions, one Scenic Corridor, and two Conditional Use Permits. Commissioner Riegel noted that several applications were awaiting applicant submittals and one CUP applications had been approved today.

**DRAFT LAND USE CODE.** Commissioner Riegel said the Planning & Zoning Commission public hearing minutes definitely document every change requested by the PZC. Those minutes also include the names of every person who provided public comment, but do not include a description of each comment. She said the Land Use Assistant would incorporate all the requested changes after the PZC Chairman verified that the minute record was complete and accurate. Chairman Leake said it would have been best to have a single spreadsheet itemizing every comment and how it was dispositioned.

## **PUBLIC WORKS**

Director Darryl Johnson reviewed his bi-monthly report (Attachment #4).

The Board discussed Action Excavation's request for a \$400 payment to offset their expense to haul a trailer to the Circular Butte Landfill that could not be emptied due to frozen. They agreed to pay the \$400 as requested.

**SKI HILL ROAD.** Mr. Johnson described three possible treatment alternatives to help improve the winter driving conditions on this busy road: (1) Spread a sand/salt mixture when appropriate (material will cost about \$100 per application and is effective down to 0-5 degrees); (2) Purchase brine from ITD and apply when appropriate (brine cost unknown, potential corrosive damage to water truck/tank, treatment effective only down to 15-20 degrees); (3) Plow more frequently than outlined in the current snowplow policy (doubtful that this would improve conditions). Mr. Johnson recommended trying the sand/salt mixture this year.

● **MOTION.** Chairman Leake made a motion to utilize road and bridge contingency funds to purchase the sand/salt mixture. Motion seconded by Commissioner Park and carried unanimously.

Public person Watts Barden suggested that the Ski Hill Road speed limit be reduced to 35 mph due to safety and wildlife issues. Commissioner Riegel said a lower speed limit would be a good idea, but only if the Sheriff was committed to enforcement.

## **OTHER BUSINESS**

-Scheduled public meeting for 6:30 pm Monday, January 23 to discuss the Cedron Road project.

- Mr. Johnson, Commissioner Riegel and Idaho Department of Lands officials will discuss SH33 gravel pit reclamation issue via phone on January 18.

-Preliminary plans for the new Bates Bridge boat ramp and parking lot were reviewed. The new boat ramp will be in the same location because the river depth and velocity provide very safe launch conditions there. Commissioner Riegel said F&G's biggest design challenge is to fit the boat ramp and parking area on the site in a way that will impact less than ½ acre of wetland. A larger area of disturbance would trigger more stringent requirements from the Army Corps. Idaho Fish & Game staff will obtain all necessary permits.

-Mr. Johnson recommended approval of Change Order #1 for the Darby Creek Culvert replacement due to underestimated quantities and the need to use a crane rather than a track hoe.

● **MOTION.** Commissioner Park made a motion to approve the Darby Creek Box Culvert contract with MD Nursery be increased by \$15,000 with a new not to exceed amount of \$73,613 for reasons provided and discussed. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION.** Commissioner Park made a motion to approve the IDPR Recreational Trails Program Application for construction of a pedestrian path along the Teton River at the new Bates Road boat ramp. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION.** Commissioner Park made a motion to approve assisting the Downtown Driggs Community Association with the upcoming Snow Sculpture Event and utilizing contingency funds to compensate the Road & Bridge Fund for labor, fuel and equipment costs. Motion seconded by Commissioner Riegel and carried unanimously.

## **AMBULANCE SERVICE DISTRICT**

● **MOTION.** At 1:09 pm Chairman Leake made a motion to recess the Board of County Commission meeting and convene as the Ambulance Service District. Motion seconded by Commissioner Riegel and carried. (See Attachment #5 for the Draft Ambulance Service District minutes.)

The Board of County Commissioners meeting resumed at 1:40 pm.

## **IDPR RECREATIONAL TRAILS GRANT**

Recreation Coordinator Sven Taow requested approval to seek a \$5,000 grant from the Idaho Department of Parks & Recreation to purchase and install additional signage to improve wayfinding to Forest Service lands in Teton County. (The Board had previously agreed to request funds for this project from a different IDPR grant program, but it was later determined that IDPR's Recreational Trails Grant program was more appropriate.)

● **MOTION.** Commissioner Riegel made a motion to approve the IDPR Recreational Trails Grant for wayfinding signs to forest access points in Teton Valley, replacing the previous grant proposal. Motion seconded by Commissioner Park and carried unanimously.

## **CLERK**

The Board reviewed the Road & Street Report for FY 2016 that is submitted to the Idaho State Controller each year. They also reviewed the FY 2016 Vessel Fund Report that is submitted to the Idaho Department of Parks & Recreation. Clerk Hansen said the Vessel Funds come from a portion of motorized boating license fees allocated to Teton County.

● **MOTION.** Commissioner Riegel made a motion to approve the FY 2016 Road & Street report. Motion seconded by Commissioner Park and carried unanimously. (Attachment #6)

● **MOTION.** Commissioner Park made a motion to approve the FY 2016 Vessel Fund report. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #7).

## **ADMINISTRATIVE**

● **MOTION.** Commissioner Riegel made a motion to approve the minutes of December 12 with minor corrections as noted. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Commissioner Riegel made a motion to approve the minutes of December 19 with minor corrections as noted. Motion seconded by Chairman Leake and carried unanimously.

● **MOTION.** Commissioner Riegel made a motion to approve the Professional Services Agreement with Applied Communications for review of the draft development code. Motion seconded by Commissioner Park and carried unanimously. (Attachment #8)

The Board discussed the proposed Housing Authority Intergovernmental Agreement and decided several items needed clarification before it could be approved.

The Board discussed the proposed amendment to the County's Non-Motorized Pathways Ordinance and postponed approval until hearing from Skyliners Motor Club President Wade Kaufman as agreed December 12.

## **EXECUTIVE SESSION**

● **MOTION.** At 2:25 pm Chairman Leake made a motion for Executive Session to discuss personnel and legal matters pursuant to IC 74-206(1)(a)&(f). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. The Executive Session ended at 3:53 pm.

**ECLIPSE 2017 PLANNER**

Chairman Leake reviewed his written recommendation that the County hire Alan Allred to be responsible for managing and coordinating logistics related to the August 21, 2017 Eclipse, which is anticipated to attract about 40,000 visitors to Teton Valley (Attachment #9). The Board discussed whether to expand the hours of the part-time Emergency Management Technician in lieu of making a new hire. Chairman Leake said Mr. Allred would be effective immediately since he had already spent three months serving on the ad hoc eclipse planning committee. Any other applicant would require significant time to become oriented to the situation and factors, which would make it difficult to accomplish all that is needed prior to the event.

● **MOTION.** At 4:45 pm Commissioner Park made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(a). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. Commissioner-elect Mark Ricks participated in the Executive Session.

The Executive Session ended at 5:05 pm and the Board agreed to interview Mr. Allred at 10:30 am on Tuesday, December 28.

**EXECUTIVE SESSION & MEETING RECESS**

● **MOTION.** At 5:07 pm Chairman Leake made a motion for Executive Session to discuss legal matters pursuant to IC 74-206(1)(f) and then to recess the meeting until 9:30 am on Tuesday, December 28 so that the remaining agenda items could be completed. Motion seconded by Commissioner Riegel and a roll call vote showed all in favor.

The Executive Session ended at 5:30 pm and the meeting was recessed until 9:30 am December 28.

**Board of County Commissioners: December 28, 2016 Continuation Meeting**

*Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho*

**COMMISSIONERS PRESENT:** Bill Leake, Cindy Riegel

**OTHER ELECTED OFFICIALS PRESENT:** Clerk Mary Lou Hansen

Chairman Leake reconvened the meeting at 9:34 am.

● **MOTION.** Commissioner Riegel made a motion to approve the claims as presented. Motion seconded by Chairman Leake and carried unanimously.

General .....	\$51,274.77
Road & Bridge.....	3,887.52
Court & Probation .....	75.75
Court-Bonds .....	1,172.50
Revaluation.....	11,170.00
Solid Waste.....	14,112.59
Weeds .....	38.00
Road Levy .....	306.25
Fairgrounds & Fair .....	332.95
Grants .....	4,273.42
P&Z Trust.....	42,093.50
<b>TOTAL .....</b>	<b>\$128,737.25</b>

**EXECUTIVE SESSION**

● **MOTION.** At 10:39 am Chairman Leake made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(a). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. Commissioner-elect Mark Ricks participated in the Executive Session, which ended at 12:20 pm.

- **MOTION.** Chairman Leake made a motion to hire an Eclipse Coordinator for \$38 per hour provided the total gross salary does not exceed \$50,000. Motion seconded by Commissioner Riegel and carried.

## **ADMINISTRATIVE**

**EXECUTIVE ASSISTANT REPORT.** The Board discussed changes to the County's Paid Time Off and Long Term Illness policies proposed by the Employee Committee and summarized in Holly Wolgamott's report (Attachment #10). They decided to increase the allowable PTO carryover to 120 hours while making no other changes to that policy. The LTI policy will be replaced with a Sick Leave policy but with the same accrual rates and maximum number of hours, but adding a new provision giving newly hired employees 24 hours of sick leave at the start of their employment. Clerk Hansen and Ms. Wolgamott will red-line the desired changes for approval at the next meeting.

**COMMITTEE REPORTS.** Chairman Leake gave Commissioner Riegel a list of Council of Government items. He said it would be very beneficial to continue the monthly COG meetings and perhaps make a written record of the discussion so that every Council Member and Commissioner could be aware of the topics and conversations. Chairman Leake described the disagreement with two of the state's seven health districts regarding allocation of state funds to regional health districts. As chair of the Eastern Idaho Public Health District, he has been involved in correspondence hoping to resolve the issue without involving the state legislature.

**RAISE FOR SHERIFF EMPLOYEE.** The Sheriff's Administrative Manager of Operations requested a mid-year raise for his new Administrative Specialist due to the fact that she had completed her probationary period and become proficient. The Board was reluctant to approve the raise since no other County employees receive mid-year raises, except raises given dispatchers or deputies after obtaining POST-certifications.

- **MOTION.** Chairman Leake made a motion to approve paying the Sheriff's Administrative Specialist 91% of the market rate. Motion seconded by Commissioner Riegel and carried unanimously.

## **EXECUTIVE SESSION**

- **MOTION.** At 1:20 pm Chairman Leake made a motion for Executive Session to discuss legal matters pursuant to IC 74-206(1)(f). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor.

The Executive Session ended at 2:49 pm.

- **MOTION.** At 2:50 pm, Chairman Leake made a motion to recess the meeting until 11:30 am on Tuesday, January 3 in order to hold another Executive Session to discuss legal matters. Motion seconded by Commissioner Riegel and carried unanimously.

## **Board of County Commissioners: January 3, 2016 Continuation Meeting**

*Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho*

**COMMISSIONERS PRESENT:** Bill Leake, Cindy Riegel, Kelly Park

**OTHER ELECTED OFFICIALS PRESENT:** Clerk Mary Lou Hansen, Prosecutor Kathy Spitzer

Chairman Leake reconvened the meeting at 11:32 am.

## **EXECUTIVE SESSION**

- **MOTION.** At 11:33 am Chairman Leake made a motion for Executive Session to discuss legal matters pursuant to IC 74-206(1)(f). Motion seconded by Commissioner Park and a roll call vote showed all in favor.

The Executive Session ended at 1:27 pm.

● **MOTION.** Commissioner Riegel made a motion to hire attorney Chris Meyers of Givens Pursley law firm to represent the County in the solid waste fee lawsuit as recommended by the Prosecutor. Motion seconded by Chairman Leake and carried with Commissioner Park opposed.

## **EXECUTIVE SESSION**

● **MOTION.** At 1:35 pm Chairman Leake made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(a). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. The Executive Session ended at 3:49 pm.

● **MOTION.** Commissioner Riegel made a motion to pay up to \$2,500 travel expenses for a Planning Administrator applicant to travel to Teton County for a personal interview. Motion seconded by Chairman Leake and carried unanimously.

● **MOTION.** At 3:57 pm Chairman Leake made a motion to adjourn. Motion seconded by Commissioner Riegel and carried unanimously.

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Bill Leake, Commissioner

ATTEST: \_\_\_\_\_  
County Clerk or Deputy

Attachments: #1 Valley Wide Cooperative CUP for propane tank facilities  
#2 Driggs Area of Impact negotiation request  
#3 Status of Planning & Zoning Application on 12-12-16  
#4 Public Works update  
#5 Draft Minutes of 12-27-16 Ambulance Service District meeting  
#6 FY 2016 Road & Street Report  
#7 FY 2016 Vessel Fund Report  
#8 Professional Service Agreement with Applied Communications for review of development code.  
#9 Eclipse event management & coordination recommendation  
#10 Executive Assistant update



# PAYROLL FORM

- NEW EMPLOYEE
- CHANGE EXISTING EMPLOYEE

EMPLOYEE NAME: Bridger Smith

**TO BE COMPLETED BY SUPERVISOR**

Start Date: 10-Jan-16

Department: Teton County Sheriff's Office

Position: Chief Deputy

Base hours per week: 40

Current Status:  Full Time  Part Time no benefits

QUEST EFFECTIVE DATE: ~~1/10/2017~~ 12/31/16

ALL NEW HIRES & PAY INCREASES MUST BE APPROVED BY THE BOARD OF COUNTY COMMISSIONERS

Pay Rate: \_\_\_\_\_ Hourly

\$30.86 Salaried

Employee Pay Grade: 11

Pay Rate is 86 % of market rate

Budget Account # 01-04-0402-0004

FUND DEPT ACCOUNT

PAYROLL CHANGES CAN ONLY OCCUR AT THE BEGINNING OF A NEW PAY PERIOD

Change Rate of Pay:

Merit Increase (attach Performance Evaluation)

Promotion  Other \_\_\_\_\_

From \$ \_\_\_\_\_

To \$ \_\_\_\_\_

Termination (Must attach Employee Separation Report):

Last Day Worked: \_\_\_\_\_

Voluntary  Discharged  Laid Off

Comments: Promoted from Detective Sergeant to Chief Deputy.

**TO BE COMPLETED BY EMPLOYEE**

Mailing Address: 1481 E 3000 S

City, State, Zip: Driggs, Idaho, 83422

Physical Address: SAME

City, State, Zip: \_\_\_\_\_

Telephone: 208-313-4876

Emergency Contact: \_\_\_\_\_

ER Contact phone #: \_\_\_\_\_

**TO BE COMPLETED BY PAYROLL DEPARTMENT**

DATE OF FIRST PAYCHECK: \_\_\_\_\_

INSURANCE ELIGIBILITY DATE: \_\_\_\_\_

W-4  Issue door key # \_\_\_\_\_

I-9

Supporting ID for I-9

Direct Deposit  ACTIVATE \_\_\_\_\_

Personnel Manual Acknowledgement

Life

	Date of 1st deduction:	EMPLOYEE	EMPLOYER
PERSI			
Medical			
Dental			
Supp Life			

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

**SIGNATURE**

Submitted by: Mitch Golden  12/19/2016

Date

Approved by the Board of County Commissioners: \_\_\_\_\_

Date

Deliver this original form to the Payroll Department

Committee/City/Board Assignments for 2015-16: County Commissioners

One Commissioner typically represents the County during regular or special meetings of the entities listed below. Commissioner Park, Commissioner Riegel, and Chairman Leake’s 2015-16 assignments are shown at left. The Boards marked with an asterisk are official governing entities. A formal motion must be made and passed in order to make appointments to those boards. -MLH

Assignment  
2015 - 2016

Cindy	City of Victor	As needed
Kelly	Fair Board/Eastern Idaho State Fair	Monthly
Bill	Council of Governments	Monthly
Cindy	TAAF	Monthly
Cindy	Henry's Fork Watershed	Monthly
Bill	Teton Valley Business Development Center	Monthly

Bill	City of Driggs	As needed
Bill	Eastern Idaho Community Action Partnership	Monthly
Bill	*Eastern Idaho Public Health (typically held by Chair)	Quarterly + as needed *Bill is interested in staying on this
Bill	*Magistrate Commission (typically held by Chair)	As needed

Kelly	City of Tetonia	As needed
Kelly	*Tri-County Misdemeanor Probation / Drug Court Liaison	Quarterly – Next Mtg. Jan. 18 <sup>th</sup> in Madison County
Kelly	*5C — Juvenile Detention	Quarterly – Next Mtg. Jan. 17 <sup>th</sup> in St. Anthony
Cindy	*High Country RC&D	Quarterly - meets afternoon of ECIPDA
Kelly	*The Development co (ECIPDA)	Quarterly — meets evening of RC&D

\* Requires motion and approval by Board.

TRPTA (Targhee Regional Transportation Authority) John Trudelle represents County per suggestion of Senior Center

## 2017 County Commissioners' Meeting Schedule & Courthouse Holidays

Elected Officials & Department Heads Meet 2<sup>nd</sup> Monday of each month @ noon (EODH)

January	<b>2</b>		<b>Courthouse Closed – New Year's Day</b>	
	9	9:00am	Meeting - Qtly Financials TREC & EODH	
	<b>16</b>		<b>Courthouse Closed – MLK Day</b>	
	23	9:00am	Meeting Including FY 2016 Audit & BOE	3 week break until next meeting
			Town Hall Meeting – 6:00 pm Cedron Rd Shoulder Project	
February	6-9		IAC Mid-Winter Conference – Boise, ID	
	13	9:00am	Meeting & EODH	
	<b>20</b>		<b>Courthouse Closed – President's Day</b>	
	27	9:00am	Meeting - BOE	
March	13	9:00am	Meeting & EODH	
	27	9:00am	Meeting	
April	10	9:00am	Meeting - Qtly Financials, TREC & EODH	
	10	6:00pm	Town Hall Meeting: 6:00 pm 2017 Roads/Snowplowing	
	24	9:00am	Meeting	
May	TBD	All day	BOE Training	
	8	9:00am	Meeting – EODH	
	22	9:00am	Meeting –quarterly TVHC	3 week break until next meeting
	<b>29</b>		<b>Courthouse Closed – Memorial Day</b>	
June	6-8		IACC Conference – Idaho Falls, ID	
	12	9:00am	Meeting -& EODH	
	XX		Budget work sessions– Commissioners & Dept. Heads	
	XX		Budget work sessions– Commissioners & Dept. Heads	
	26	9:00am	Meeting – BOE Appeal Deadline	
	XX & XX		BOE Hearings if Needed	
July	<b>4</b>		<b>Courthouse Closed – Independence Day</b>	
	10	9:00am	Meeting – BOE/Budget/Quarterly Financials/TREC/EODH	Last day for BOE hearings
	24	9:00am	Meeting	3 week break until next meeting
August	14	9:00am	EODH & Meeting	
	XX	6:30pm	Town Hall Meeting: 6:00 pm Topic TBD	
	28	9:00am	Meeting –Quarterly TVHC, FY 2018 budget/fees Hearing	3 week break until next meeting
September	<b>4</b>		<b>Courthouse Closed – Labor Day</b>	
	11	9:00am	Meeting & EODH	
	XX	9:00am	Meeting (could be the 22 <sup>nd</sup> for the IAC Conference)	
	26-28		IAC Conference – Boise, ID	
October	<b>9</b>		<b>Courthouse Closed – Columbus Day</b>	
	10	9:00am	Meeting - Quarterly Financials/TREC/EODH	Meeting is on Tuesday
	23	9:00am	Meeting	3 week break until next meeting
November	7		Elections	
	<b>11</b>		<b>Courthouse Closed – Veterans Day</b>	
	13	9:00am	Meeting & EODH	
	XX	6:30pm	Town Hall Meeting	
	<b>23-24</b>		<b>Courthouse Closed – Thanksgiving Holidays</b>	
	27	9:00am	Meeting –Hospital Quarterly Reports	
December	XX	1 & 3:30	Employee Meetings	
	11	9:00am	Meeting & EODH	
	<b>25</b>		<b>Courthouse Closed Christmas Holiday</b>	
	26	9:00am	Meeting	

**11-2-1 DEFINITIONS.** The following words and terms in this ordinance are defined as follows:

(a) **“Bicycle”** means a device propelled exclusively by human power upon which a person may ride, having two, three, or four wheels arranged in a tandem or tricycle fashion.

(b) **“Motor vehicle”** means a vehicle which is self-propelled including, but not limited to motorized scooters, all-terrain vehicles, automobiles, trucks, tractors, mopeds, ~~snowmobiles~~, golf carts and Segway Personal Transporters.

(c) **“Motorcycle”** means a motor vehicle having a saddle or seat for use of a rider and designated to travel on not more than three wheels in contact with the ground, but excluding a tractor.

(d) **“Non-motorized pathway”** shall mean any public way or easement operated and maintained or held by the County for bicycle and pedestrian use.

(e) **“Person”** shall mean any person, or any firm, corporation (profit or nonprofit), or any association (incorporated or unincorporated), or any other type of business entity.

(f) **“Sign”** shall have the same meaning as provided in the County Zoning Ordinance.

(g) **“Snowmobile”** means a motor-driven vehicle designed for travel primarily on snow or ice of a type which utilizes sled-type runners or skis, or a revolving belt tread, or any combination of these or similar means of contact with the surface upon which it is operated.

(h) **“Vehicle”** means a device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved exclusively by human power.

(i) **“Designated Easement”** is a two (2') foot area that runs on either side of the paved non-motorized pathway.

**11-2-2 PROHIBITION OF MOTOR VEHICLE USE.** No person shall operate an automobile, truck, tractor, moped, ~~snowmobile~~, motorcycle, four wheeler, or any other type of motor vehicle upon any non-motorized pathway within the County, except directly to enter or depart from adjacent property. Provided, however, this section shall not prohibit the use of snowmobiles on the pathway when snow covers the pathway, nor shall it prohibit use of ~~of~~ pedestrian pathways by persons using power driven mobility devices as defined by the Americans with Disabilities Act. County employees or others authorized by the County to perform inspection, repair, or maintenance work, and persons providing emergency medical or veterinary services, in the performance of their official or professional duties shall be exempted as well.

**11-2-3 SAFE BICYCLE AND SNOWMOBILE OPERATION.** All persons will travel in a consistent and predictable manner. No person shall operate a bicycle or a snowmobile on a non-motorized pathway at a speed greater than what is reasonable and prudent under the conditions then existing, and in no event at a speed greater than 25 mph. Any person operating a bicycle or snowmobile on a non-motorized pathway shall yield the right-of-way to motor vehicles that are crossing the non-motorized pathway, and also shall yield the right-of-way to pedestrians who are using the non-motorized pathway.

**11-2-4 COUNTY POLICIES REGULATING PATHWAY USE.** The Board of County Commissioners may adopt policies for regulating the use of non-motorized pathways, consistent with the terms of this ordinance. Such policies may include provisions regulating the occurrence and scope of gatherings and events on, near or associated with a non-motorized pathway, including but not limited to a County Events Policy. Users of any non-motorized pathway located in the County shall:

(a) Travel in a consistent and predicable manner.

(b) Travel as near to the right side of the pathway as is safe, except as may be appropriate while preparing to make or making turning movements, or while overtaking or passing another user traveling in the same direction.

(c) Occupy only the right half of the non-motorized pathway, measured from the right side, so as not to impede the normal and reasonable movement of other pathway users.

(d) Pass other users on the left and only when it can be done safely, returning to the right upon safely clearing the user being passed.

(e) Give an audible warning signal (e.g. voice, bell, or mechanical or electrical signaling device), in sufficient time to allow response, before passing any user.

(f) Remove themselves and any equipment off the non-motorized pathway when stopping, standing or parking.

#### **11-2-5 DAMAGE.**

(a) No person shall willfully or maliciously, or wantonly destroy, injure, mutilate, deface, paint on, write on, alter, remove or otherwise damage or carry away a non-motorized pathway, on any part thereof, or any sign, pillar, fence, bench, trash container or part thereof, relating thereto.

(b) At the County's option, the County may either repair the damage caused by a person who violates subsection (a), and such person shall be responsible for reimbursing the County for such repair work, or alternatively, the County may require the person who caused the damage to repair the non-motorized pathway to its prior state within ten (10) days of the date of the damage. All such repair work shall be performed to the County's satisfaction.

#### **11-2-6 NON-MOTORIZED PATHWAY OBSTRUCTION.**

(a) **PARKING.** No person shall stop, stand or park or cause to be stopped, standing or parked, any vehicle, motorcycle, trailer, mobile home, motor home, camper, or boat or any other object upon a non-motorized pathway or the designated easement so as to obstruct the free passage of pedestrians, vehicles or other persons or conveyances.

(b) **DEBRIS.** No person shall deposit or burn, or cause to be deposited or burned, any litter, or leaves, branches, grass, brush or other yard debris upon a non-motorized pathway, or deposit, or cause to be deposited, any earth, stone, sand, gravel, trash, rubbish, cans, bottles, broken glass, nails, garbage cans or any other objects or debris upon a non-motorized pathway or within the designated easement for the non-motorized pathway.

(c) **DEPOSIT OF ICE OR SNOW.** No person, in removing snow, ice or slush from private property, or from public property under his or her control, such as a driveway, vehicle parking area or approach area, shall dump or deposit, or cause to be dumped or deposited, such snow, ice or slush, either temporarily or permanently, on any non-motorized pathway without the prior written permission of an authorized Victor County official.

#### **11-2-7 ANIMALS.**

(a) Any person who owns or exercises any control over an animal shall, if the animal deposits any fecal matter on any non-motorized pathway or within the designated easement for the non-motorized pathway, immediately and completely remove such matter. This section shall not prohibit the presence of animals on non-motorized pathways.

(b) Pets must be under the control of the owner at all times so as not to interfere with other pathway users.

**11-2-8 VEGETATION.** No person shall plant any trees, shrubs or other vegetation within the designated easement for the non-motorized pathway without first obtaining a permit or other written permission from the County. The County reserves the right to maintain trees and shrubs within the designated easement of the non-motorized pathway.

**11-2-9 IRRIGATION.** No person shall leave any garden hose, lawn sprinkler or other irrigation device or similar implement unattended when such hose, sprinkler, device or implement is in contact with or runs across or over the surface of a non-motorized pathway. No water or other outflow from such device shall encroach upon the surface of a non-motorized pathway.

**11-2-10 CONSTRUCTION PROJECTS.**

(a) If any construction project on lands adjoining a non-motorized pathway results in damage to the non-motorized pathway, then all such damage shall be fully repaired and the non-motorized pathway shall be restored to its former condition within ten (10) days after the damage occurs, unless otherwise authorized by Victor County; provided, however, that if weather conditions prevent full restoration of the non-motorized pathway within such ten (10) day period, then the non-motorized pathway shall be temporarily patched and restored so as to permit reasonable use by bicycles, skaters and pedestrians, and full repair and restoration shall then be completed as soon as weather permits.

(b) An occupancy permit shall not be granted under the County zoning ordinance or building code for any building or structure unless and until any non-motorized pathway damaged in connection with the construction of such building or structure has been fully repaired and restored to its former condition; provided, however, that if weather conditions then prevent full repair and restoration of the non-motorized pathway, an occupancy permit may be granted if (i) the non-motorized pathway has been temporarily patched and restored so as to permit safe and reasonable use by bicycles and pedestrians, and (ii) the County is provided with adequate financial security in the form of a cash deposit, letter of credit or performance bond, to guarantee full repair or restoration of the non-motorized pathway as soon as weather permits.

(c) Repair of all damage, as required by this Section, shall be performed in compliance with trail standards set by the County Engineer.

**11-2-11 CUTS OR OPENINGS IN SIDEWALK OR PEDESTRIAN PATHWAY.**

(a) All persons shall complete a Non-motorized Pathway Opening Permit if it is necessary to make a cut or opening in a non-motorized pathway. Such cut or opening shall not be made until a Non-motorized Pathway Opening Permit has been authorized in writing by the County.

(b) If an emergency requires an immediate utility cut or opening to be made, the County Public Works Director shall be notified, the permit completed and the applicable fee paid on the next business day during which the County office is open.

(c) When the work within a cut or opening is completed, the cut or opening shall be promptly compacted and restored as required in accordance with the trail standards set by the County Engineer.

**11-2-12 SIGNS.**

(a) No person shall install, attach, suspend or in any other manner display any sign, banner, printed leaflet or similar object or above a non-motorized pathway, or within the designated easement for

the non-motorized pathway, nor shall any person tape or affix any sign, banner, printed leaflet or similar object to a non-motorized pathway or within the designated easement for the non-motorized pathway without the prior written approval of the County Zoning Administrator or other County official authorized to grant such approval.

(b) The provisions of this Section shall not prohibit the County from installing and maintaining signs and markers pertaining to the non-motorized pathway or painting words or markings on the pathway if necessary for the proper use of the pathway or for public safety purposes.

**11-2-13 EXEMPTION.** This ordinance shall not apply to work being done by an authorized County official or employee on a non-motorized pathway and this ordinance shall not be construed to prohibit the County, or any officer, employee or agent thereof, from exercising all reasonable and necessary governmental powers with respect to the use, maintenance and repair of non-motorized pathways.

**11-2-14 SANCTIONS FOR VIOLATIONS.** Any person or other entity who violates any of the provisions of this Ordinance is guilty of an infraction as defined by Idaho law and is subject to a fine of eighty five dollars (\$85.00) plus costs. A violator of this Ordinance shall also be subject to such additional sanctions, remedies, and judicial orders as are authorized under Idaho law. Each time a violation of this Ordinance exists constitutes a separate violation.

**11-2-15 SEVERABILITY.** This ordinance and the sections and subsections thereof are severable. If any portion of this ordinance is adjudged invalid, the remainder of the ordinance shall not be affected thereby, but shall remain in full force and effect.

**11-2-16 CONFLICT.** If any ordinances or parts of ordinances are in conflict with this ordinance this ordinance shall control.

ADOPTED this 9<sup>th</sup> Day of November, 2015.

**Teton County Board of County Commissioners**

By: \_\_\_\_\_  
Bill Leake, Chair

ATTEST:

\_\_\_\_\_  
Mary Lou Hansen, County Clerk

## 1. Paid Time Off (PTO)

Paid Time Off is available to all qualifying Regular Employees (Salaried & Hourly) according to the schedule shown below. PTO provides an employee with more flexibility to use his/her time off to meet personal needs, while recognizing an employee's individual responsibility to manage such absences. Each employee will accumulate a specified amount of PTO each pay period, and the employee is able to determine how to use those hours: for vacation, illness, caring for children, school activities, medical/dental appointments, personal business or emergencies. The amount of PTO earned will depend on the employee's length of service with the County. Employees will not accrue PTO while on leave of absence or suspension by the County. The amount of PTO earned by exempt employees may be subject to negotiation.

Years of Service	PTO Accrual (per year)	PTO Accrual (per bi-weekly pay period)
0-5 full years (60 months)	13 days	.50 day
After completion of 5 full years	17 days	.66 day
After completion of 10 full years	21 days	.81 day

A "day" of PTO equals 1/5 of the hours worked by an employee during their *typical* work week, with an 8-hour maximum. For example, a 35-hour employee will earn thirteen 7-hour days of PTO (91 hours), while a 40-hour per week employee will earn thirteen 8-hour days (104) hours. PTO begins accruing on the first day of a new employee's first full pay period. PTO stops accruing if an employee takes an unpaid leave of absence or is placed on any type of administrative leave. PTO accrues on a bi-weekly basis.

At the end of the fiscal year, any PTO in excess of ~~80~~120 hours will be forfeited, without right of compensation. PTO forfeiture will be calculated on the paycheck that includes all hours worked through September 30. This rule may be subject to an exception upon written permission of the responsible department head or elected official, and the Board of County Commissioners, which must be obtained prior to the end of the fiscal year and cannot be obtained in two consecutive years. No PTO hours may be used before they are accrued.

Whenever possible, use of PTO must be scheduled in advance with consent of the responsible elected official or department supervisor. In the absence of any timesheet notations to the contrary, PTO hours will be utilized if Comp hours do not exceed 40. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected departments. Upon separation from employment, unused PTO will be compensated by a lump-sum payment at the then-current hourly rate or salary. The PTO lump-sum payment will be included in the final paycheck received by the employee for hours actually worked.

## 2. ~~Long Term Illness (LTI)~~Sick Leave

~~Long Term Illness~~Sick Leave is available to all qualifying Regular Employees according to the following schedule:

Years of Service	LTI Accrual (per year)	LTI Accrual (per bi-weekly pay period)
0-5 full years (60 months)	3 days	.12 day
After completion of 5 full years	5 days	.20 day

A "day" of ~~LTI~~Sick Leave equals 1/5 of the hours worked by an employee during their *typical* work week, with an 8-hour maximum. For example, a 35-hour employee will earn three 7-hour days of ~~LTI~~Sick Leave (21 hours), while a 40-hour per week employee will earn three 8-hour days (24) hours. ~~Newly hired employees will be credited three full days of Sick Leave on their first paycheck. LTI~~Sick Leave will continue to accrue on following paychecks according to the schedule above. begins accruing on the first day of a new employee's first full pay period. LTI~~Sick Leave~~ stops accruing if an employee takes an unpaid leave of absence or is placed on any type of administrative leave. ~~LTI~~Sick Leave accrues on a bi-weekly basis.

Sick Leave is a benefit providing relief for the employee in the event of illness of the employee or his/her immediate family. Sick Leave is to be used only in the event of an illness or injury that prevents the employee from working productively or safely, or if the illness of an immediate family member presents no practical alternative for necessary care. A request for Sick Leave must be made within a reasonable time. Any employee suspected of abusing the Sick Leave policy may be asked to provide a physician's note and/or may be subject to discipline, up to and including termination.

Sick Leave may be used by an employee to attend medical, optical or dental appointments for themselves or for a member of their immediate family. Sick Leave may also be used to attend the funeral for a member of the employee's immediate family.

"Immediate Family" shall mean and be limited to: spouse or domestic partner, natural and adopted children, step-children, foster-children, parents, step-parents, siblings, step-siblings, grandparents and grandchildren.

There is no limit on the number of hours of Sick Leave that may be accrued. However, an employee with at least 120 hours of accrued Sick Leave may choose to accrue additional PTO hours at the Sick Leave accrual rate, rather than continuing to accrue additional Sick Leave hours. Employees wishing to exercise this option must provide written notice to the Payroll Office. In lieu of such written notice, Sick Leave hours will continue to accrue and cannot later be converted to PTO hours. In case of employee termination or loss of full time status, the employee will forfeit all accrued Sick Leave hours.

If an employee uses Sick Leave because of an illness or injury compensable under the Workers' Compensation Law, the employee shall reimburse the county for any Workers' Compensation payments received for the days paid with Sick Leave hours.

~~LTI may be used after an injury, illness or pregnancy requires an employee to miss more than two consecutive scheduled work days. An employee must miss at least two thirds of a scheduled shift to be considered a missed work day for this purpose. However, after an illness lasting long enough to qualify for use of LTI hours, or after surgery, the employee may return to work on a part time basis and continue using LTI hours while recuperating. The part time use of LTI hours may continue no longer than 30 days after the employee returns to work on a part time basis. The supervisor, elected official or Board of County Commissioners may require documentation~~ This page was updated on 11-12-13, 11-23-15 & 7-25-16. ~~may not be used for days the employee was not scheduled to work.~~

~~Whenever an employee uses LTI, their timesheet must include a brief note stating why the time off qualified as LTI. If LTI hours are used by an employee who has not missed two consecutive scheduled workdays, the notation must provide sufficient detail to justify the use of LTI. If LTI hours are used due to bereavement, or the illness or injury of a member of the employee's "Immediate Family," the written notation must include the family member's name and relationship to the employee. (All health information provided to substantiate appropriate use of LTI hours will remain confidential.)~~

~~If required notations are not provided, hours will be paid from PTO or Comp Time, until documentation is received.~~

~~If an employee is hospitalized overnight, gives birth or takes maternity leave, undergoes outpatient surgery, or has an on-the-job injury reported to Workers Comp, the employee may begin using LTI hours immediately. Under all other circumstances, the first two days of missed work will be unpaid, or paid with PTO or Comp hours.~~

~~LTI hours may also be used by an employee who misses work due to the illness or injury of a member of the employee's "Immediate Family" or if a member of the employee's "Immediate Family" has given birth. The same two-day waiting period will apply, except in cases of hospitalization, hospice care, birth or surgery, as outlined above, or if the immediate family member is receiving hospice care. LTI hours may be used on a part time basis by an employee helping an immediate family member to recuperate from a serious illness or injury. The part time use of LTI hours must end within 30 days of the date the family member was released from the hospital.~~

~~— Up to 24 LTI hours may be used, without the two day waiting period, to attend the funeral of a member of the employee's Immediate Family.~~

~~— Immediate Family is hereby defined to include:~~

- ~~• Spouse or domestic partner~~
- ~~• Parent or step parent of employee or spouse/domestic partner~~
- ~~• Legal guardian or person for whom the employee or spouse/domestic partner is the legal guardian~~
- ~~• Child or step child of employee or spouse/domestic partner~~
- ~~• Sibling or step sibling of employee or spouse/domestic partner~~
- ~~• Grandparent or step grandparent of employee or spouse/domestic partner~~
- ~~• Grandchild or step grandchildren of employee or spouse/domestic partner~~
- ~~• Relative living in the employee's household~~

~~— No more than 120 hours of LTI time may be accumulated. Any employee with 120 hours of accumulated LTI will stop accumulating additional hours until the balance drops below 120 hours. In lieu of additional LTI hours, employees with 120 hours of accumulated LTI will accrue additional PTO hours at the LTI accrual rate. In case of employee termination or loss of full time status, the employee will forfeit all accrued LTI hours.~~

~~— If an employee uses LTI because of an illness or injury compensable under the Workers' Compensation Law, the employee shall reimburse the county for any Workers' Compensation payments received for the days paid with LTI hours.~~

### 3. Holidays

Eleven official holidays are provided for all Regular Employees. In addition, when Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday, all Regular Employees will receive *a half day* "Christmas Eve Holiday." A "day" of Holiday pay will equal 1/5 of the hours worked by an employee during their typical work week, with an 8-hour maximum. This means that a 35-hour per week employee will receive a 7 hour paid holiday while a 40-hour per week employee will receive an 8 hour paid holiday. County holidays shall be observed on the same day as observed by the Federal government. The holiday schedule may be changed at any time by the Board of County Commissioners. Employees become eligible for Holiday pay after their first day of work.

Employees utilizing accrued LTI-Sick Leave or PTO shall receive holiday pay for holidays which occur during their absence. Holiday pay is not available for employees on leave of absence, FMLA leave, or any type of administrative leave.

If their departmental budget includes funds earmarked for holiday pay, public safety employees required to work on holidays may choose This page was updated on 4-23-12, 10-29-12, 11-10-14, 11-23-15 & 10-24-16. in addition to being paid for the hours actually worked on the holiday. If an eligible employee desires to receive Holiday pay instead of Comp Time, they must make a written notation on their timesheet. If such a notation is absent, the holiday hours will be accrued as Comp Time.

All employees required to work Christmas Day shall be paid time and a half for the hours actually worked on that day. Recognized holidays are:

- |                                          |                            |
|------------------------------------------|----------------------------|
| New Year's Day                           | Columbus Day               |
| Martin Luther King, Jr./Human Rights Day | Veteran's Day              |
| Presidents' Day                          | Thanksgiving Day           |
| Memorial Day                             | Day After Thanksgiving Day |
| Independence Day                         | Christmas Eve Half-Day**   |
| Labor Day                                | Christmas Day              |

\*\*When Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday, all non-essential public service offices shall close at 1 pm, unless the responsible elected official determines they shall remain open. All county employees shall receive an extra one-half day of holiday pay.

### 4. Leave of Absence

Teton County defines a leave of absence as a minimum of one full working day taken off without pay. If an employee takes time off for less than one full working day, PTO, LTI-Sick Leave, or Comp Time must be used. No unpaid leave of absence may be taken unless the employee has used all their PTO and Comp Time, and all their Sick Leave-LTI (if applicable), except in case of an injury covered by workers



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**FROM:** County Executive Assistant, Holly Wolgamott  
**TO:** Board of County Commissioners  
**RE:** Executive Assistant Update  
**MEETING:** January 9, 2017

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1. Keys, Security Badges, Email for Newly Elected Officials

- a. Keys and Security Badges may be picked up from me. Email has been set up by Greg Adams for Harley Wilcox, Mark Ricks, and Billie Siddoway. Business cards are also available for the BOCC. The County recently transitioned to using Google for email, calendars, and shared documents. Training on how to use Google can be set up as requested.

Using Google for email, calendars, and shared documents will be very convenient for the BOCC because everything may be accessed from anywhere, on your computer, phones, tablets, etc. Please let me know if you need help setting up County email or Google calendars on your phone. The Word Version of the BoCC Calendar will be transitioned into Google Calendars over the next week. This way, the calendar is always a live document and can be edited to reflect the current Board schedule.

2. E-News Bulletin

- a. Monthly e-news bulletins are sent out to a list of current subscribers as well as posted on the County website and on the County Facebook page. Suggested topics for January's e-news bulletin are:
- Welcome to the Newly Elected Officials
    - 1. including pictures and short bios
  - Teton Water Users Association Article
  - What the National Association of Counties Does to Support Counties in the US
  - BoCC Calendar and Emphasis on Town Hall Meeting Dates
  - Upcoming Meetings and Important Dates

Please let me know what you think of these topics or if you have suggestions for other articles. I will begin writing them this week and will present them to you for approval at the January 23<sup>rd</sup> meeting with hopes of sending out the e-news bulletin on January 24<sup>th</sup>.

3. ACCELA Software

- a. Our ACCELA project (electronic agendas, meeting streaming, and minutes) officially begins January 10<sup>th</sup>. Throughout this process, I will keep the Board informed of our progress. I have attached the training schedule to this report. We have a tentative go live date of April 24<sup>th</sup> but as we go through the process, that could change.

I have provided the Board information on the ACCELA software but if you'd like more information on the project or would like to attend any of our trainings please let me know. The Board will be trained on the new process prior to going live.

4. Employee Committee

- a. The employee committee meets once per month for 1-1.5 hours. Notes from our meetings are provided to employees in the employee e-news bulletin. I will keep the Board informed of the committee's progress. If you would like to see notes from previous meetings, please let me know.

5. ICRMP and Risk Management

- a. I have been very busy during December and into January processing accident claims. This is typical for this time of year. I am working closely with Crash Auto and ICRMP to make sure everything is properly taken care of.

6. Executive Assistant Hours

- a. I typically work from 8:45 – 5:30 or 6:00 depending on my work load. On meeting days, I tend to work longer hours. At week's end, if I have accumulated a lot of hours, I will sometimes leave early on Fridays. I will always let you know if that is the case and am always accessible on my cell phone anytime I am not in the office. Please let me know if this schedule is acceptable to you.