

**Teton County Idaho Commissioners' Meeting Agenda**  
**Monday June 27, 2016 8:30 am**  
150 Courthouse Drive, Driggs, ID – 1<sup>st</sup> Floor Meeting Room

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**8:30 AMBULANCE SERVICE DISTRICT MEETING CALL TO**

**ORDER** – Bill Leake, Chair

1. Approve Available Minutes
2. Transition Status
  - a. Status of title to 2004 Ford Ambulance
  - b. Status of New Contracts
  - c. Purchase of New Ambulance - Grant Issues
  - d. Billing Rates

- a. Recreation Coordinator Hours
- b. Recreation Website

**BUILDING** – Wendy Danielson

1. Building Administrator & Building Official Job Descriptions
2. Shared Building Services
3. Department Hours
4. Building Permit Statistics
5. iWorQ Conference

**9:00 BOARD OF COUNTY COMMISSIONERS' MEETING CALL TO ORDER** – Bill Leake, Chair

**10:30 BOARD OF EQUALIZATION**

1. Jeff Lerwill – Yield Tax

**9:00 HOUSING AUTHORITY DISCUSSION WITH TETON COUNTY CITIES**

**2:00 FY 17 BUDGET** – Clerk Hansen

- 2:00 Prosecutor  
2:15 Treasurer  
2:30 Extension & 4H  
3:30 Fairgrounds & Fair

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

**PUBLIC WORKS** – Darryl Johnson

1. Solid Waste
  - a. Landfill Cap
  - b. Weigh Master & Equipment Operator Positions
  - c. Metal Recycling
2. Road & Bridge
  - a. Chip Seal Schedule and Traffic Control
3. Engineering
  - a. iWorQ Results
  - b. Packsaddle Road Vacation Application Public Hearing Continued to June 28<sup>th</sup> at 9:00 am
4. Facilities
  - a. Centennial Bench
5. Public Works
  - a. Teton County Weed Superintendent

**4:30 INFORMATION TECHNOLOGY/EMERGENCY MANAGEMENT** – Greg Adams

1. Monthly Report

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

1. Approve Available Minutes
2. Other Business
  - a. Salary and Hiring Policies and Job Description Reviews
  - b. Planning and Building Departments Reorganization
  - c. TVBDC Grant
  - d. Teton Soil Conservation District Funding Request
  - e. Beer & Wine licenses
  - f. Communication Update
  - g. Credit Cards
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)(a) & (b)

**PLANNING** – Kristin Rader

1. Fin and Feather Inn
2. Planning Services Assistant Position
3. Code Enforcement Update
4. Land Use Development Code Update
5. Recreation Update

**ADJOURNMENT**

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**Upcoming Meetings**

June 28 9:00 am Packsaddle Rd Public Hearing Continuation

July 25 9:00 am Regular BoCC Meeting

August 22 9:00 am Regular BoCC Meeting

July 11 9:00 am Regular BoCC Meeting

August 8 6:30 pm Town Hall Meeting

September 12 9:00 am Regular BoCC Meeting

# Teton County Ambulance Service District Minutes: May 23, 2016

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

## AGENDA

1. Approval available minutes
  2. Ambulance Service Contract termination
  3. Transition Planning
- 

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

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

Chairman Leake called the meeting to order at 4:11 pm.

● **MOTION.** Commissioner Park made a motion to approve the Ambulance Service District minutes of May 16, 2016 as corrected. Motion seconded by Commissioner Riegel and carried.

Fire Chief Bret Campbell said he and Teton Valley Health Care CEO Keith Gnagey have been developing a transition plan. Some of the items to be worked out include:

- Selection and contracting of Medical Director
- Contract between the Ambulance Service District and the Fire District
- Ownership of ASD assets
- Possible modification of ASD contract with Wyoming
- How will ASD hold TVHC harmless for costs related to terminated employees
- Specifics of new ambulance purchase
- Actual date for Fire to begin providing all ambulance services

Chief Campbell said the Fire District would prefer no less than 60 days advance notice regarding the date they must provide all ambulance services. However, they will assume responsibility with less notice if necessary.

● **MOTION.** Commissioner Riegel made a motion to send a 180-day Notice of Termination letter to Teton Valley Health Care stating. Motion seconded by Commissioner Park and carried unanimously. (Attachment #1)

● **MOTION.** At 5:01 pm Chairman Leake made a motion to adjourn as the Ambulance Service District and reconvene as the Board of County Commissioners. Motion seconded by Commissioner Park and carried.

\_\_\_\_\_  
Bill Leake, Chairman

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

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

Attachment: #1 Notice of Termination Letter

# Teton County Ambulance Service District Minutes: June 6, 2016

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

## AGENDA

1. Ambulance Service Transition discussion
  2. Medical Director role
  3. Discussion regarding contract between ASD and Fire District
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**COMMISSIONERS PRESENT:** Bill Leake, Cindy Riegel

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

**FIRE DISTRICT PERSONNEL PRESENT:** Commissioners Jason Letham and Scott Golden, Chief Bret Campbell, Division Chief Ed Schauster, legal counsel Bart Birch (*The meeting was noticed as a formal meeting of the Teton County Fire Protection District so that the TCFPD could make decisions.*)

**TETON VALLEY HEALTH CARE PERSONNEL PRESENT:** CFO Wesley White, Director of Nursing Angela Booker

Chairman Leake called the meeting to order at 1:01 pm.

## AMBULANCE TRANSITION

Mr. White said he and Chief Campbell have met several times to discuss transition issues. He provided two letters from TVHC in response to the Board's May 23 Notice of Termination Letter. One letter regards termination of the ASD contract with TVHC and the other regards termination of the TVHC partnership agreement with the Fire District. Both letters specified a termination date of 12 noon on August 1. (Attachment #1)

Mr. White and Chief Campbell agreed that the termination date was acceptable. Mr. White said TVHC is assuming they will have sufficient staff to operate the ambulances through July, but if they lose qualified personnel more quickly than anticipated, TVHC might need to ask the Fire District to assume responsibility sooner.

● **MOTION.** Chairman Leake made a motion that the Ambulance Service District's Agreement with Teton Valley Health Care, Inc. be terminated at 12 Noon on August 1, 2016, pursuant to Terms of Agreement, Paragraph 2.b. Motion seconded by Commissioner Riegel and carried.

*(The Fire District approved terminating their Ambulance Partnership Agreement with TVHC on August 1.)*

The group reviewed the Ambulance Turnover Management Action Plan to implement transition of Emergency Medical Services from TVHC to the Fire District (Attachment #2). The task list had been discussed by Mr. White, Chief Campbell and County Executive Holly Wolgamott and there was general agreement about most items. Several notable items include:

- TVHC owns one of the defibrillators, which cost about \$30,000 and are a necessary item of ambulance equipment
- Clarification is needed regarding whether TVHC or ASD owns the supplies currently stocked in ambulances
- TVHC must obtain a release of lien for the 2004 Ford Ambulance from State of Idaho Emergency Medical Services
- Fire District and TVHC need to develop a contract for RN services for critical care transports

- Fire District and TVHC will develop a contract for fire training at hospital after ambulance transition is complete
- ASD payments to TVHC will end in July; August and September payments will be made to the Fire District

**MEDICAL DIRECTOR**

The Fire District and TVHC agree about the importance of having a Medical Director who is regularly involved with emergency medical services at the hospital. TVHC will provide the Fire District a list of physician employees and physician group contractors currently active at TVHC. The Fire District will select a physician from this list as their Medical Director. A three-way contract will be executed between the Medical Director, Fire District and ASD. The cost of the Medical Director will be paid by the ASD.

**ASD-FIRE DISTRICT CONTRACT**

The Fire District is preparing a draft contract for review by the ASD with the intent of having a contract completed prior to the August 1 termination date. Items needing further discussion include:

- Status of future ASD contract with Teton County Wyoming
- Ownership and maintenance of ambulances and Quick Response Unit
- Term of ASD-Fire District contract
- Purchase of new ambulance in FY 2017
- ASD needs to provide one or two defibrillators

**OTHER ISSUES**

The ASD has promised to hold TVHC financially harmless for employee expenses related to the termination of the ambulance contract. Mr. White predicts the costs will be very close to the \$130,000 estimated earlier. He will provide a definite dollar amount by August 1.

● **MOTION.** At 2:252 pm Commissioner Riegel made a motion to adjourn as the Ambulance Service District and reconvene as the Board of County Commissioners. Motion seconded by Chairman Leake and carried.

\_\_\_\_\_ ATTEST: \_\_\_\_\_  
 Bill Leake, Chairman Mary Lou Hansen, Clerk

Attachment: #1 August 1 termination letters  
 #2 Ambulance Turnover Management Action Plan

**From:** [Bret Campbell](#)  
**To:** "Wesley White"; [Bill Leake](#)  
**Cc:** [Holly Wolgamott](#); [Edward Schauster](#)  
**Subject:** RE: Ambulance Grant and Charge Amount Questions, RE: Transition  
**Date:** Tuesday, June 21, 2016 9:47:45 AM  
**Attachments:** [image005.png](#)  
[image001.png](#)

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All,

It may prove difficult for "Teton Valley Ambulance" (TVHC) to be awarded a grant for an ambulance given the current circumstances. I am hoping for the best outcome. The grant should have listed Teton County Fire as the agency with agency license number as TVHC had stated would be the case. I am concerned this may result in the ASD losing out on \$166,000 of funding.

Regarding the billing rates, Idaho statute requires each county government to publish established rates. Has Teton County done so?

The sole reason for having the county ambulance billing schedule is to ensure the rates remain the same or lower. I do not believe either of the governmental entities (Fire and ASD) want to arbitrarily set new rates or overcharge or the citizens.

Bret Campbell  
Fire Chief  
Teton County Fire & Rescue

O – 208-715-5201



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**From:** Wesley White [mailto:WWhite@tvhcare.org]  
**Sent:** Monday, June 20, 2016 11:55 AM  
**To:** Bret Campbell <bcampbell@tetoncountyfire.com>  
**Cc:** Keith Gnagey <KGnagey@tvhcare.org>; Holly Wolgamott (hwolgamott@co.teton.id.us) <hwolgamott@co.teton.id.us>; Angela Booker <ABooker@tvhcare.org>  
**Subject:** Ambulance Grant and Charge Amount Questions, RE: Transition

Hi Bret,  
Information in response to your questions.

Grant Application:

Attached is the ambulance and equipment grant application and the supporting attachments. The grant application was submitted electronically on Friday May 27<sup>th</sup>.

Billing Rate:

I cannot provide the charge master with the TVHC charge amounts because the information is proprietary and providing the information would violate anti-trust law. I suggest you work with your billing service to determine "Usual and Customary" charges for the region to establish your charge amounts.

Wes

**Wesley D. White, CHFP**

**V.P. Finance and Administration**

Office: 208.354.6340

FAX: 208.354.3158

Cell: 970.623.0983

[wwhite@tvhcare.org](mailto:wwhite@tvhcare.org)



**TETON VALLEY  
HEALTH CARE**

*Your Healthcare* — *Elevated*

120 East Howard Avenue, Driggs, Idaho 83422  
208-354-2383 [www.tvhcare.org](http://www.tvhcare.org)

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**From:** Bret Campbell [<mailto:bcampbell@tetoncountyfire.com>]

**Sent:** Wednesday, June 15, 2016 9:50 AM

**To:** Wesley White <[WWhite@tvhcare.org](mailto:WWhite@tvhcare.org)>

**Subject:** Transition

Wes,

I need two help with two items: billing rate schedule for EMS and a copy of the EMS grant.

Would you be able to email me a copy of each today?

Thanks,

Bret

Bret Campbell

Fire Chief

Teton County Fire & Rescue

**From:** [Doug](#)  
**To:** [Mayor Johnson](#); [Holly Wolgamott](#)  
**Cc:** [Mayor Jeff Potter](#); [Gloria Hoopes](#); [Bill Leake](#)  
**Subject:** Re: Housing Authority Discussion  
**Date:** Thursday, June 23, 2016 4:26:22 PM

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The IHFA funds will be transferable to a new housing authority or other workforce housing programs. See below.

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**From:** Gerald Hunter [<mailto:GeraldH@IHFA.ORG>]  
**Sent:** Monday, June 20, 2016 11:00 AM  
**To:** [Jasonb@victorcityidaho.com](mailto:Jasonb@victorcityidaho.com)  
**Cc:** Deanna Ward  
**Subject:** Transferring Housing Authority Funds

Jason,

Thank you for your inquiry about the Home Partnership Foundation's prior relationship and funding activities with the Teton County Housing Authority (TCHA). The Foundation created a partnership with TCHA to provide workforce housing opportunities within Teton County, Idaho. The current Foundation cash balance for the Teton County account is \$13,814.39. Obviously, little has been done over past years because of the housing downturn and the discontinuation of TCHA.

The nature of the prior partnership was a joint effort in fundraising and setting guidelines in how Foundation dollars would be used within the County. Available funding was not owned by TCHA, but resides within the Foundation for the original purposes of workforce housing.

The Foundation could form a similar partnership with a new housing authority responsible for Teton County workforce housing, to replace TCHA. We would be happy to explain in more detail the nature of our previous efforts if you and/or others are interested. Alternatively, the Foundation could disburse the funds for a workforce housing mission oriented purpose within Teton County.

I hope this brief overview is helpful. Please contact me if you'd like to further discuss this situation.  
Best,

Gerald.

**Gerald Hunter** | President and Executive Director  
Idaho Housing and Finance Association  
P.O. Box 7899, Boise, ID 83707-1899  
Phone 208-331-4730 | [GeraldH@IHFA.ORG](mailto:GeraldH@IHFA.ORG)  
[www.idahohousing.com](http://www.idahohousing.com)

**Doug Self**, AICP

Community Development Director  
City of Driggs, Idaho | The Heart of Teton Valley  
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[www.facebook.com/DriggsIdaho](http://www.facebook.com/DriggsIdaho)

On 6/23/2016 3:40 PM, Mayor Johnson wrote:

Holly beat me to the punch - I was just drafting an email...

My understanding is that Jason (I don't have his new email in Victor) was going to work with Doug to answer some of the questions about existing fund availability/transferability, and that the 3 mayors would briefly present to the BOCC what we are pursuing - as outlined in Doug's May 18th Memo.

Driggs City Council did pass the resolution this week. What is the update from Tetonia and Victor?

I see this as more of an FYI, rather than an invitation to participate at this time. I'm not planning to prepare anything specific - mainly give the BOCC a chance to ask questions.

Your thoughts?

*Mayor Hyrum Johnson,*

**City of Driggs**

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Driggs, Idaho 83422  
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208-354-2362 (phone)  
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\*\*\*Remember that all communications can be obtained or shared pursuant to the state open records law  
Idaho Code Ann. Secs. 9-337 to 9-350

On Thu, Jun 23, 2016 at 3:30 PM, Holly Wolgamott

<[hwolgamott@co.teton.id.us](mailto:hwolgamott@co.teton.id.us)> wrote:

Hello Everyone,

As discussed at the last Council of Governments meeting, we have the discussion of the Housing Authority with the three cities and the BOCC scheduled for Monday June

27<sup>th</sup> at 9:00 am.

Hope to see you all then.

Thanks,

Holly S. Wolgamott

County Executive Assistant/Risk Manager/PIO

150 Courthouse Dr.

Driggs, ID 83422

208.354.8775





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

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

150 Courthouse Drive  
Driggs, ID 83422

June 22, 2016

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

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The following items are for your review and discussion at the June 27, 2016 BoCC Meeting.

**SOLID WASTE**

**Landfill Cap:** The only two items remaining on the landfill cap contract are seeding of the lysimeter test pad and minor modification to the fence alignment. Teton County is working with Forsgren Associates to complete the post closure plan for submittal to the DEQ.

**Weigh Master & Equipment Operator Positions:** The Transfer Station is still in need of filling the Weigh Master and Equipment Operator positions.

**Metal Recycling: Pacific Recycling** arrived Monday and is in the process of bailing and removing the Transfer Station metal pile. Metal salvaging is not being allowed while Pacific is on site.

**ROAD & BRIDGE**

**Chip Seal Schedule:** R&B will be chip sealing Ski Hill Road, Bates Road and E5000S the week of June 27.

**Chip Seal Traffic Control:** Due to:

1. Ski Hill, Bates and E5000S being high traffic volume, high profile and high speed roads
2. Road & Bridge being short staffed this year
3. Chip seal is scheduled for the week before the 4<sup>th</sup> of July weekend and higher traffic volumes will likely be experienced

Public Works would like to consult traffic control for chip seal efforts. Cost for signage, flaggers and pilot car if necessary is estimated at \$13,000. Remaining budget for FY2016 Traffic Control is \$1,174. Proposed funding to get the \$13,000 would come from 01.08.406; Public Works Intern, \$8,500 and 02.00.402.05; Seasonal Employee, \$3,326.

***ACTION ITEM – Motion to approve transferring \$8,500 from fund 01.08.406; Public Works Intern and \$3,326 from fund 02.00.402.05; Seasonal Employee into fund 02.00.641; Traffic Control, Construction for retaining Idaho Traffic Safety to provide traffic control services during chip seal efforts.***

### ENGINEERING

**iWorQ Results:** iWorQ recently visited Teton Valley to re-evaluate all of our oiled roads (asphalt or chip seal). Overall score for our county roads is excellent. Attached is a graph that summarizes the road RSL ratings. RSL is based on the worst rating received from the 7 conditions evaluated. Conditions, ratings and RSL scores are also attached.

**Packsaddle Road Vacation Application:** Public Hearing for the Packsaddle Road Vacation Application will be continued on Tuesday, June 28 at 9:00 a.m.

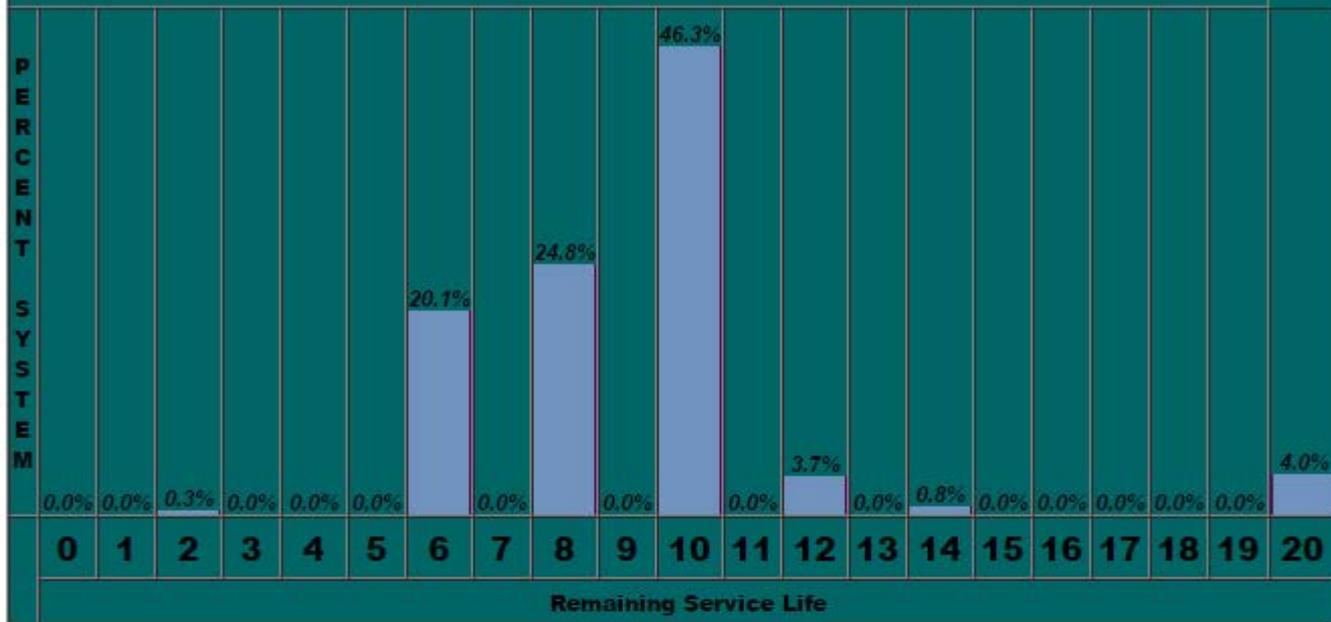
### FACILITIES

**Centennial Bench:** The bench near the centennial sculpture is complete. A dedication plaque has been ordered and will be inset in the bench when it arrives.

### PUBLIC WORKS

**Teton County Weed Superintendent:** Public Works, Planning and the Weed Superintendent all feel it would be more appropriate for the Weed Superintendent to be supervised under Public Works. Therefore, it is being proposed that the Weeds Department be supervised by Public Works.

# Pavement RSL Distribution



The Average RSL for network is: 9.18

The Total Area for network is: 971265.79 (yd<sup>2</sup>)

Saved Search: Rated+2016

RSL	Length (ft)	Area (yd <sup>2</sup> )	Percent Area
20	16,327	38,877	4.0
14	3,570	7,537	0.8
12	14,648	36,067	3.7
10	175,151	449,321	46.3
8	87,055	241,223	24.8
6	85,073	194,958	20.1
4	103	252	0.0
2	1,605	3,031	0.3

Fatigue			
Rating	Description	RSL	Treatment
9:HIGH-HIGH	CRACK WIDTH GREATER THAN 3/4"-MULTIPLE OR INTERCONNECTED CRACKS IN THE WHEEL PATH	0	Rebuild/Thick Overlay
8:HIGH-MED	CRACK WIDTH GREATER THAN 3/4"-MORE THAN ONE CRACK FORMING IN THE WHEEL PATH OR WITHIN 24" OF THE CURB AND GUTTER	2	Rebuild/Thick Overlay
7:HIGH-LOW	CRACK WIDTH GREATER THAN 3/4"- SINGLE CRACK FORMING IN THE WHEEL PATH OR WITHIN 12" OF THE CURB AND GUTTER	6	Patching
6:MED-HIGH	CRACK WIDTH GREATER THAN 1/4" AND LESS THAN 3/4"-MORE THAN ONE CRACK FORMING IN THE WHEEL PATH OR WITHIN 24" OF THE CURB AND GUTTER	4	2" Overlay
5:MED-MED	CRACK WIDTH GREATER THAN 1/4" AND LESS THAN 3/4"-MORE THAN ONE CRACK FORMING IN THE WHEEL PATH OR WITHIN 24" OF THE CURB AND GUTTER	6	Chip Seal
4:MED-LOW	CRACK WIDTH GREATER THAN 1/4" AND LESS THAN 3/4"-SINGLE CRACK FORMING IN THE WHEEL PATH OF WITHIN 12" OF THE CURB AND GUTTER	8	Chip Seal
3:LOW-HIGH	CRACK WIDTH LESS THAN 1/4"-MULTIPLE OR INTERCONNECTED CRACKS IN THE WHEEL PATH	6	Crack Seal
2:LOW-MED	CRACK WIDTH LESS THAN 1/4"-MORE THAN ONE CRACK FORMING IN THE WHEEL PATH OR WITHIN 24" OF THE CURB AND GUTTER	8	Crack Seal
1:LOW-LOW	CRACK WIDTH LESS THAN 1/4"- SINGLE CRACK FORMING IN THE WHEEL PATH OR WITHIN 12" OF THE CURB AND GUTTER	10	No Maintenance
0:NONE	THE ROAD HAS NO VISIBLE SIGNS OF FATIGUE (ALLIGATOR) CRACKING	20	No Maintenance

Transverse			
Rating	Description	RSL	Treatment
7:HIGH-LOW	CRACK WIDTH GREATER THAN 3/4"- CRACKS FORMING GREATER THAN 150 FEET APART	8	Patching
8:HIGH-MED	CRACK WIDTH GREATER THAN 3/4"-CRACKS FORMING GREATER THAN 40 FEET APART AND LESS THAN 150 FEET APART	6	2" Overlay
9:HIGH-HIGH	CRACK WIDTH GREATER THAN 3/4"-CRACKS FORMING LESS THAN 40 FEET APART	4	2" Overlay
6:MED-HIGH	CRACK WIDTH GREATER THAN 1/4" AND LESS THAN 3/4"-CRACKS FORMING LESS THAN 40 FEET APART	6	Chip Seal
5:MED-MED	CRACK WIDTH GREATER THAN 1/4" AND LESS THAN 3/4"-CRACKS FORMING GREATER THAN 40 FEET APART AND LESS THAN 150 FEET APART	8	Chip Seal
4:MED-LOW	CRACK WIDTH GREATER THAN 1/4" AND LESS THAN 3/4"-CRACKS FORMING GREATER THAN 150 FEET APART	10	Crack Seal
3:LOW-HIGH	CRACK WIDTH LESS THAN 1/4"-CRACKS FORMING LESS THAN 40 FEET APART	8	Crack Seal
2:LOW-MED	CRACK WIDTH LESS THAN 1/4"-CRACKS FORMING GREATER THAN 40 FEET APART AND LESS THAN 150 FEET APART	10	Crack Seal
1:LOW-LOW	CRACK WIDTH LESS THAN 1/4"-CRACKS FORMING GREATER THAN 150 FEET APART	12	No Maintenance
0:NONE	No Visible Distress	20	No Maintenance

Longitudinal			
Rating	Description	RSL	Treatment
0:NONE	No visible distress	20	No Maintenance
1:LOW-LOW	CRACK WIDTH LESS THAN 1/4"-SINGLE CRACK FORMING ON THE FULL LENGTH OF THE ROAD SEGMENT (NOT IN THE WHEEL PATH)	14	No Maintenance
2:LOW-MED	CRACK WIDTH LESS THAN 1/4"- TWO CRACKS FORMING ON THE FULL LENGTH OF THE ROAD SEGMENT (NOT IN THE WHEEL PATH)	12	Crack Seal
3:LOW-HIGH	CRACK WIDTH LESS THAN 1/4"-MORE THAN TWO CRACKS ON THE FULL LENGTH OF THE ROAD SEGMENT (NOT IN THE WHEEL PATH)	10	Chip Seal
4:MED-LOW	CRACK WIDTH GREATER THAN 1/4" AND LESS THAN 3/4"- SINGLE CRACK FORMING ON THE FULL LENGTH OF THE ROAD SEGMENT (NOT IN THE WHEEL PATH)	12	Crack Seal
5:MED-MED	CRACK WIDTH GREATER THAN 1/4" AND LESS THAN 3/4"-TWO CRACKS FORMING ON THE FULL LENGTH OF THE ROAD SEGMENT (NOT IN THE WHEEL PATH)	10	Chip Seal
6:MED-HIGH	CRACK WIDTH GREATER THAN 1/4" AND LESS THAN 3/4"-MORE THAN TWO CRACKS FORMING ON THE FULL LENGTH OF THE ROAD SEGMENT (NOT IN THE WHEEL PATH)	8	Chip Seal
7:HIGH-LOW	CRACK WIDTH GREATER THAN 3/4"-SINGLE CRACK FORMING ON THE FULL LENGTH OF THE ROAD SEGMENT (NOT IN THE WHEEL PATH)	10	Patching
9:HIGH-HIGH	CRACK WIDTH GREATER THAN 3/4"-MORE THAN TWO CRACK FORMING ON THE FULL LENGTH OF THE ROAD SEGMENT (NOT IN THE WHEEL PATH)	6	2" Overlay
8:HIGH-MED	CRACK WIDTH GREATER THAN 3/4"-TWO CRACKS FORMING ON THE FULL LENGTH OF THE ROAD SEGMENT (NOT IN THE WHEEL PATH)	8	2" Overlay

Patching			
Rating	Description	RSL	Treatment
5:MED-MED	GREATER THAN 1/4" AND LESS THAN 3/4"-GREATER THAN 10% AND LESS THAN 30% OF THE SEGMENT LENGTH OR 2 TRANSVERSE UTILITY CUTS	10	Chip Seal
4:MED-LOW	GREATER THAN 1/4" AND LESS THAN 3/4"-LESS THAN 10% OF THE LENGTH OR 1 TRANSVERSE UTILITY CUT	12	Crack Seal
3:LOW-HIGH	CRACK WIDTH LESS THAN 1/4"-GREATER THAN 30% OF THE SEGMENT LENGTH OR MORE THAN 2 TRANSVERSE UTILITY CUTS	10	Crack Seal
2:LOW-MED	CRACK WIDTH LESS THAN 1/4"-GREATER THAN 10% AND LESS THAN 30% OF THE SEGMENT LENGTH OR 2 TRANSVERSE UTILITY CUTS	12	No Maintenance
1:LOW-LOW	CRACK WIDTH LESS THAN 1/4"-LESS THAN 10% OF THE SEGMENT LENGTH OR 1 TRANSVERSE UTILITY CUTS	14	No Maintenance
0:NONE	No visible distress	20	No Maintenance
6:MED-HIGH	GREATER THAN 1/4" AND LESS THAN 3/4"-GREATER THAN 30% OF THE SEGMENT LENGTH OR MORE THAN 2 TRANSVERSE UTILITY CUTS	8	Chip Seal
7:HIGH-LOW	CRACK WIDTH GREATER THAN 3/4"-LESS THAN 10% OF THE LENGTH OR 1 TRANSVERSE UTILITY CUT	10	Patching
8:HIGH-MED	CRACK WIDTH GREATER THAN 3/4"-GREATER THAN 10% AND LESS THAN 30% OF THE SEGMENT LENGTH OR 2 TRANSVERSE UTILITY CUTS	8	2" Overlay
9:HIGH-HIGH	CRACK WIDTH GREATER THAN 3/4"-GREATER THAN 30% OF THE SEGMENT LENGTH OR MORE THAN 2 TRANSVERSE UTILITY CUTS	6	2" Overlay

Edge			
Rating	Description	RSL	Treatment
0:NONE	No visible distress	20	No Maintenance
1:LOW-LOW	LESS THAN 6" FROM CURB OR EDGE OF ROAD-LESS THAN 10% OF THE SEGMENT LENGTH	12	Crack Seal
2:LOW-MED	LESS THAN 6" FROM CURB OR EDGE OF ROAD-GREATER THAN 10% AND LESS THAN 30% OF THE SEGMENT LENGTH	10	Crack Seal
3:LOW-HIGH	LESS THAN 6" FROM CURB OR EDGE OF ROAD-GREATER THAN 30% OF THE SEGMENT LENGTH	8	Crack Seal
4:MED-LOW	GREATER THAN 6" AND LESS THAN 18" FROM CURB OR EDGE OF ROAD-LESS THAN 10% OF THE SEGMENT LENGTH	10	Patching
5:MED-MED	GREATER THAN 6" AND LESS THAN 18" FROM CURB OR EDGE OF ROAD-GREATER THAN 10% AND LESS THAN 30% OF THE SEGMENT LENGTH	8	Patching
6:MED-HIGH	GREATER THAN 6" AND LESS THAN 18" FROM CURB OF EDGE OF ROAD-GREATER THAN 30% OF THE SEGMENT LENGTH	6	Patching
7:HIGH-LOW	GREATER THAN 18" FROM CURB OR EDGE OF ROAD-LESS THAN 10% OF THE SEGMENT LENGTH	8	Patching
8:HIGH-MED	GREATER THAN 18" FROM CURB OF EDGE OF ROAD-GREATER THAN 10% AND LESS THAN 30% OF THE SEGMENT LENGTH	6	2" Overlay
9:HIGH-HIGH	GREATER THAN 18" FROM CURB OR EDGE OF ROAD-GREATER THAN 30% OF THE SEGMENT LENGTH	4	Rebuild/Thick Overlay

Rutting			
Rating	Description	RSL	Treatment
3:High	3:High	4	Rebuild/Thick Overlay
0:NONE	No visible Rutting	20	No Maintenance
1:Low	1:Low	16	No Maintenance
2:Medium	2:Medium	10	No Maintenance

Roughness			
Rating	Description	RSL	Treatment
0:NONE	Smooth	20	No Maintenance
1:Low	1:Low	16	No Maintenance
2:Medium	2:Medium	10	No Maintenance
3:High	3:High	4	Rebuild/Thick Overlay



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**FROM:** Kristin Rader, Interim Planning Administrator  
**TO:** Board of County Commissioners  
**RE:** Planning Department Update  
**MEETING:** June 27, 2016

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The following items are for your review and discussion.

### **Fin & Feather Inn**

On June 13, 2016, the Board approved a zoning map amendment and conditional use permit for the Fin & Feather. Attached is the Written Decision for those approvals and the development agreement.

*ACTION ITEM: Motion to approve the Written Decision and Development Agreement for the Fin & Feather Inn.*

### **Planning Services Assistant Position**

An offer was given to Sharon Fox for this position, and she has accepted. Her first day will be July 5.

### **Code Enforcement Update**

Current violations:

- Evan Frampton/Aaron Davis property (Packsaddle Rd.)
  - Several letters have been sent to the property owners outlining the code violations and remedies since 2014.
  - I went on a site visit with Sheriff Liford, Detective Bridger Smith, Fire Marshal Earle Giles, and two Idaho Electrical Inspectors on May 19<sup>th</sup>. From this site visit, reports from each entity were supposed to be created and provided to Prosecutor Kathy Spitzer. My last update from her was that she was still waiting on a report from Detective Smith.
- Corner Fox LLC – PEI Construction/Aaron Powers property (corner of 5000 S and Hwy 33)
  - Several letters have been sent to the property owner outlining the code violations and available remedies. The most recent letter was sent from Kathy Spitzer in January 2016.
  - I met with Aaron Powers on May 13, 2016 to discuss the process to apply for a Conditional Use Permit, and I was told he would be working on his application. I have not received an application at this time. Since that meeting, he has expanded his operation to his neighboring property. The Public Works and Planning Departments have both been receiving calls complaining about this property. I am working with Kathy Spitzer to address this issue.
- Oliver Riehl property (N 500 W – Grouse Creek Subdivision)
  - This property has several code violations – floodplain, building, and planning.
  - I am working with Prosecutor Kathy Spitzer and Building Official Tom Davis to draft a letter including all violations. The property owner is aware that he has violations, but this letter will address all of the violations and how to remedy them.
- Richard McDaniel property (Murdock Acres)
  - This property has planning violations (setbacks, junkyard) and possible building violations. It is unclear exactly what building violations there are because the Building Official, Tom Davis, and Code Enforcement Office, Lindsey Moss, have not been able to access the property. The owner may also be building more structures.
  - Former Planning Administrator, Jason Boal sent the owner a letter on May 2, 2016 explaining the violations. Tom and Lindsey are working on this issue.

### **Land Use Development Code Update**

Staff is working on creating a Draft Executive Summary and a list of staff changes to the code. These will be ready by July 8 for the PZC and BoCC to review, and we have a joint PZC and BoCC work session scheduled on July 12 from 4pm-6pm to discuss these documents.

### **Recreation Update**

Recreation Coordinator Hours: During the Recreation Budget work session, the Board asked us to look into the cost of increasing Sven's hours from 19 hours per week to 29 hours per week for the rest of FY2016. Clerk Mary Lou Hansen looked into this cost and informed me that Sven working 29 hours per week for 13 weeks (June 27-Sept 23, which is last day of last pay period in FY 2016) would cost \$8,500 in gross wages. His salary line item currently has a \$24,066 budget balance, so there is enough money to increase his hours.

*ACTION ITEM: Motion to increase the Recreation Coordinator's position from 19 hours per week to 29 hours per week, starting July 2, 2016 and ending September 23, 2016.*

Recreation Website: At the last meeting, it was discussed that a priority for Sven is to create a recreation website. There is money available in the FY2016 budget to pay for this project if we want to start it now. However, because it is unclear what is happening with the Recreation Coordinator position until the FY2017 budget is finished, I feel this project should wait until then. Instead, Sven can work with the cities to determine the possibilities of a joint Recreation Department and research other funding sources for the Recreation Department for FY2017. At the last meeting, the Board agreed he should look into the cost of the pilot sports program, so Sven can also continue researching that.

### **Attachments:**

1. Fin & Feather Written Decision
2. Fin & Feather Development Agreement




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 June 27, 2016

## **Teton County Board of County Commissioners Written Decision for a Zoning Map Amendment Approval and a Conditional Use Permit Approval for the Fin and Feather Bed & Breakfast**

### **Overview**

On June 13, 2016, Rachel Fortier came before the Teton County Board of County Commissioners to request approval for a Zoning Map Amendment from A/RR-2.5 to R-1 and a Conditional Use Permit for a bed & breakfast inn on property located west of Victor, at 9444 S HWY 31.

This written decision includes the motion, conditions of approval, and conclusions associated with the Zoning Map Amendment approval and the Conditional Use Permit approval.

Board Members Present: Mr. Bill Leake, Ms. Cindy Riegel, and Mr. Kelly Park.

Applicant(s)/Representative(s) Present: Rachel Fortier

### **Motion | Zoning Map Amendment**

Mr. Park moved that having concluded that the Criteria for Approval of a Zoning Map Amendment found in Title 8-11 and Idaho State Statute 67-6511 can be satisfied with the inclusion of the following conditions of approval:

1. The applicant will provide written consent stating Teton County may rezone the property with the adoption of the new Land Use Development Code and associated Zoning Map.
  2. The applicant will not pursue a zoning map amendment for their adjacent property, also known as Lot 2 of Brown Acres Subdivision.
  3. The applicant will enter into a Development Agreement with Teton County, pursuant to Idaho State Statute 67-6511(a), restricting the R-1 uses to only allow Bed & Breakfast Inn and restricting any subdivision under the R-1 zone.
- and having found that the considerations for granting the Zoning Map Amendment can be justified and have been presented in the application materials, staff report, and presentations to the Board of County Commissioners,
  - and having found that the proposal is not in conflict with the goals and policies of the 2012-2030 Teton County Comprehensive Plan,
  - I move to APPROVE the Zoning Map Amendment for Rachel Fortier as described in the application materials submitted on March 28, 2016 and as supplemented with additional applicant information attached to this staff report.

Ms. Riegel seconded the motion. After a roll call vote, the motion was unanimously approved.

### **Conclusions | Zoning Map Amendment**

Having given due consideration to the application and evidence presented, and to the criteria of approval defined in Teton County Code, Title 8-11 and Idaho State Statute 67-6511, the Teton County Board of County Commissioners hereby makes the following conclusions:

1. The permitted uses in the R-1 zone will be restricted to the Bed & Breakfast Inn. With this restriction, the proposed Zoning Map Amendment is not in conflict with the goals outlined in the 2012-2030 Teton County Comprehensive Plan.
  - a. In general, the proposed Zoning Map Amendment supports the following goals outlined in the Comprehensive Plan:
    - i. ED 1.3 Encourage and support local commerce
    - ii. ED 1.6 Encourage and pursue economic diversity, innovation, and creativity to keep our economy stable
    - iii. ED 1.7 Support the expansion of recreational, cultural, and entertainment options that would improve the visitor experience and boost economic development
    - iv. ED 4.7 Encourage creative economic solutions such as live-work opportunities and appropriate home businesses.
  - b. This property is located near a Gateway on the Framework Map, which is an area identified as areas that emphasize the sense of arrival, which could include rest areas, visitor information, etc. The Fin and Feather Inn provides lodging to visitors, as well as visitor information about local and regional activities.
  - c. This property is identified as Rural Agriculture on the Framework Map, which calls for low density residential uses. With the R-1 uses restricted, no high density residential development will be permitted.
2. This proposal is not negatively impacting the public health, safety, or general welfare. The impact of this use will be the same as the existing use on the property. No new construction is being required, and no new services are being required. This application will also provide additional short term lodging options available in the County.
3. The proper legal requirements for advertisement of the public hearing have been fulfilled as required by Idaho Code, Title 67; Section 67-6509, 67-6511, 67-6512, and Title 9, Section 3-2-(B-2) of the Teton County Zoning Ordinance. The public hearing was duly noticed in the Teton Valley News on May 26, 2016 and June 2, 2016. A notification was sent via mail to surrounding property owners within a 300-foot buffer area, as well as all property owners in subdivisions that intersect with the 300-foot buffer. Notice was also mailed to political subdivisions providing services in the planning jurisdiction, including the school district and airport board. A notice was also posted on the property providing information about the public hearing.
4. Other persons in attendance expressed comments in favor of the Zoning Map Amendment and Conditional Use Permit. All public comments are on file with the minutes of June 13, 2016.
5. This proposal is not in conflict with the provisions of any adopted ordinance or intent of any county policy or use within the approved zone classification.

### **Conditions of Approval | Zoning Map Amendment**

1. The applicant will provide written consent stating Teton County may rezone the property with the adoption of the new Land Use Development Code and associated Zoning Map.
2. The applicant will not pursue a zoning map amendment for their adjacent property, also known as Lot 2 of Brown Acres Subdivision.
3. The applicant will enter into a Development Agreement with Teton County, pursuant to Idaho State Statute 67-6511(a), restricting the R-1 uses to only allow Bed & Breakfast Inn and restricting any subdivision under the R-1 zone.

**Motion | Conditional Use Permit**

Ms. Riegel motioned that having concluded that the Criteria for Approval of a Conditional Use Permit found in Title 8-6-1 can be satisfied with the inclusion of the following conditions of approval:

1. The Bed & Breakfast Inn is limited to using 5 guest units (four, single bedrooms and one, two bedroom suite). If more rooms are desired, the Conditional Use Permit must be modified through the required process at that time.
  2. Any additional development or changes to the existing structure on this property requires a Scenic Corridor Design Review, where applicable.
  3. Parking must meet the Teton County Code requirements, including number of spaces and size, as well as ADA accessible requirements.
  4. The CUP is conditional on the Development Agreement for the Zoning Map Amendment.
- and having found that the considerations for granting the Conditional Use Permit can be justified and have been presented in the application materials, staff report, and presentations to the Board of County Commissioners,
  - and having found that the proposal is generally consistent with the goals and policies of the 2012-2030 Teton County Comprehensive Plan,
  - I move to APPROVE the Conditional Use Permit for the Fin and Feather Inn as described in the application materials submitted on March 28, 2016 and as supplemented with additional applicant information attached to this staff report.

Mr. Park seconded the motion. After a roll call vote, the motion was unanimously approved.

**Conclusions | Conditional Use Permit**

Having given due consideration to the application and evidence presented, and to the criteria of approval defined in Teton County Code, Title 8-6-1, the Teton County Board of County Commissioners hereby makes the following conclusions:

1. The location for the proposed use is compatible to other uses in the general neighborhood. The existing building has been used as a bed and breakfast with three room since 2014.
2. The fiscal impact of the proposed use will be minimal as no new construction is being proposed. There are eight existing rooms in the home being used, with three being used by the Bed & Breakfast and the others being used by long term rentals and the owners. This proposal converts the long term rental rooms to rooms utilized by the Bed & Breakfast. No new parking areas are required, and the property is accessed directly from Highway 31.
3. The location for the proposed use is large enough to accommodate the proposed use as requested.
4. In general, the Conditional Use Permit conforms with the goals outlined in the 2012-2030 Teton County Comprehensive Plan, including new services for the community and community involvement.
5. The proper legal requirements for advertisement of the public hearing have been fulfilled as required by Idaho Code, Title 67; Section 67-6509, 67-6511, 67-6512, and Title 9, Section 3-2-(B-2) of the Teton County Zoning Ordinance. The public hearing was duly noticed in the Teton Valley News on May 26, 2016 and June 2, 2016. A notification was sent via mail to surrounding property owners within a 300-foot buffer area, as well as all property owners in subdivisions that intersect with the 300-foot buffer. A notice was also posted on the property providing information about the public hearing.
6. Other persons in attendance expressed comments in favor of the Zoning Map Amendment and Conditional Use Permit. All public comments are on file with the minutes of June 13, 2016.
7. This proposal, in conjunction with the Zoning Map Amendment, is not in conflict with the provisions of any adopted ordinance or intent of any county policy or use within the approved zone classification.

**Conditions of Approval | Conditional Use Permit**

1. The Bed & Breakfast Inn is limited to using 5 guest units (four, single bedrooms and one, two bedroom suite). If more rooms are desired, the Conditional Use Permit must be modified through the required process at that time.
2. Any additional development or changes to the existing structure on this property requires a Scenic Corridor Design Review, where applicable.
3. Parking must meet the Teton County Code requirements, including number of spaces and size, as well as ADA accessible requirements.
4. The CUP is conditional on the Development Agreement for the Zoning Map Amendment.

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Bill Leake  
Chair of Teton County Board of County Commissioners

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Date

## DEVELOPER'S AGREEMENT FOR THE FIN AND FEATHER

On the \_\_\_\_\_ day of \_\_\_\_\_, 2016, Teton County, Idaho (hereinafter referred to as "County"), and Rachel and Michael Fortier and/or assigns (hereinafter referred to as "Developer"), the owner of the real property described in the attached Exhibit A enter into the following agreement:

WHEREAS, the Developer has applied for a zone change from A-2.5 to R-1, for certain real property described in Exhibit "A", attached hereto and located in Teton County Idaho, and hereinafter referred to as "the property"; and

WHEREAS, the Developer has requested the zone change for the purpose of obtaining a conditional use permit for the operation of a Bed and Breakfast Inn with a maximum of 5 guest units with a total of 6 bedrooms on the property; and

WHEREAS, the County, pursuant to Section 67-6511A, Idaho Code, has the authority to conditionally rezone the property and to enter into a development agreement for the purpose of allowing, by agreement, a specific development to proceed in a specific area and for a specific purpose or use which is appropriate in the area, but for which all allowed uses for the requested zoning may not be appropriate; and

WHEREAS, the County and the Developer desire to formalize and clarify the respective obligations of the parties, it is agreed as follows:

1. Zoning Ordinance Amendment: Pursuant to the terms and conditions of this Agreement, the County hereby grants the zone change from A-2.5 (agricultural, rural residential) to R-1 (Residential), for the property, and will amend the Teton County Zoning Map to rezone the property to R-1.

2. Conditions on Development: The rezone of the Property is based upon this Development Agreement, identifying responsibilities and obligations pertaining to certain matters relating to present and future improvements and operations on the property. The Property shall be subject to the following terms and conditions, in addition to the other terms hereof:

a) This zone change is being granted for the purpose of allowing the Developer to operate a Bed & Breakfast Inn with certain limitations and restrictions. This Agreement is contingent upon Developer's maintenance of a conditional use permit for the operation of a Bed and Breakfast Inn as defined in Title 8 of the Teton County Code, with the limitation that the Bed and Breakfast have a maximum of 5 guest units with a total of 6 bedrooms. Bed and Breakfast Inn is defined as follows:

**BED & BREAKFAST INN, BOARDING/LODGING HOUSE:** A residence or building that has four or more guest units, exhibits a character of use similar to a motel or hotel, serves food to overnight guests, and is open to the traveling public for stays fewer than 30 consecutive days.

If the CUP is ever terminated, the property may be rezoned in accordance with this Agreement.

- b) The sole use allowed on the Property is the operation of a Bed and Breakfast Inn as defined above with the limitation that the Property have a maximum of 5 guest units with a total of 6 bedrooms (one of the 5 guest units may be comprised of a two bedroom suite, the other 4 units are restricted to one bedroom). No other uses other than a Bed & Breakfast Inn identified for the R-1 zone shall be permitted.
- c) The Property shall not be subdivided, nor shall the Property be split into smaller parcels.
- d) Teton County may rezone the property with the adoption of the new Land Use Development Code and associated Zoning Map, but any rezoning shall not restrict the Developer from operating a Bed and Breakfast Inn with the limitations defined herein.
- e) The applicant will not pursue a zoning map amendment for their adjacent property, known as Lot 2 of Brown Acres Subdivision.

3. Indemnity: Developer agrees to, and does hereby, defend, hold harmless and indemnify the County, all associated elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any such parties in connection with:

- a. The County's review and approval of any plans or improvements, or the issuance of any approvals, permits, certificates, or acceptances relating to the use and/or development of the property;
- b. The development, construction, and maintenance of the property;
- c. The performance by the County of all related ordinances, resolutions, or other agreements; and
- d. Notwithstanding the foregoing, the indemnification terms of this paragraph 3 shall not extend or apply to the failure of the County to follow, in good faith, governing law or ordinances.

4. Agreement Modification: This Agreement may be modified only by a written document, signed by the parties, or their successors in interest, after complying with the notice and hearing procedures of Idaho Code §67-6509 and the Teton County Code.

5. Zoning Reversion Consent: The execution of this Agreement shall be deemed written consent by Developer to change the zoning of the subject property to its prior designation upon failure to comply with the conditions imposed by this Agreement. No reversion shall take place until after a hearing on this matter pursuant to Idaho Code §67-6511A. Upon notice and hearing, as provided in this Agreement and in Idaho Code §67-6509, if the property described in the attached Exhibit "A" is not used as approved, or if the approved use ends or is abandoned, the Board of County Commissioners may order that the property will revert to the zoning designation (and land uses allowed by that zoning designation) existing immediately prior to the rezone action,

i.e., the property shall revert back to the A-2.5 zone. If the A-2.5 zone no longer exists in the County then the zone shall revert to whatever zone the immediately adjacent properties are zoned. The Board of County Commissioners may also re-zone the property to whatever zone they believe appropriate so long as the notice and hearing requirements of the Local Land Use Planning Act and Teton County Code are followed.

6. Annual Review: The County may, while this Agreement is in effect, annual review the extent of good faith substantial compliance with the terms of this Agreement. Developer shall have the duty to demonstrate Developer's good faith compliance with the terms of this Agreement during such review.

7. Performance: Developer shall comply with all commitments set out in this Agreement. Developer shall timely and satisfactorily carry out all required performance to appropriately maintain, in the discretion of the County, all commitments set forth in this Agreement.

8. Default and Remedies: In the event of a default or breach of this Agreement or of any of its terms or conditions, the party alleging default shall give the breaching party thirty (30) days Notice of Default, in writing. The time of the giving of the notice shall be measured from the date on the written Notice of Default. The Notice of Default shall specify the nature of the alleged default and the thirty (30) day period of time during which said default must be satisfactorily cured. If the default is cured within thirty (30) days, then no default shall exist and the County shall take no further action. If the default is not cured then the County may terminate this Agreement in accordance with Paragraph 9 below. If more than one default occurs during a 12 month period, the County may terminate this Agreement in accordance with Paragraph 9 below, whether or not such default is cured.

9. Termination: This Agreement may be terminated in accordance with the notice and hearing procedures of Idaho Code §67-6509, and the zoning designation upon which the use is based reversed, upon failure of Developer, a subsequent owner, or other person acquiring an interest in the Property to comply with the terms of this Agreement.

10. Compliance with Laws: Developer agrees to comply with all federal, state, county and local laws, rules and regulations, which appertain to the subject property. Developer's failure to comply with the above laws or the terms of this Agreement will subject Developer to an enforcement action by the County in a court of competent jurisdiction.

11. Changes in Law: Any reference to laws, ordinances, rules, regulations, or resolutions shall include such laws, ordinances, rules, regulations, or resolutions as have been, to the date of this Agreement, or as they may then be in force in the future with respect to proposed amendments to this Agreement in the future.

12. Miscellaneous Provisions:

a. The parties agree that the relationship created by the Agreement is solely that of a private Developer and the County. Nothing in this agreement shall create the Developer or County as an agent, employer, employee, legal representative, partner or subsidiary of the other.

b. The parties agree that this Agreement shall run with the land and bind the property in perpetuity, and shall inure to the benefit of and be enforceable by the parties, and any of their respective legal representatives, heirs, successors, and assigns.

c. All notice must be in writing, mailed in the U.S. Mail via certified mail to the addresses indicated on this Agreement.

d. This Agreement shall be construed and enforced pursuant to the laws of the State of Idaho.

e. If any party shall bring suit against the other party to enforce this Agreement, the prevailing party shall be entitled to reasonable attorney fees and costs.

f. If any term of this Agreement is declared invalid, illegal or unenforceable, the remainder of this Agreement shall remain operative and binding.

g. This Agreement shall be signed in duplicate originals. Each party shall receive one original of this Agreement.

i. The County shall have this Agreement recorded in the office of the Teton County Clerk.

AGREED:

Teton County, Idaho

By: \_\_\_\_\_  
Bill Leake, Chair of Board of County Commissioners

Attest:

By: \_\_\_\_\_

Developer:

By: \_\_\_\_\_

By: \_\_\_\_\_





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**FROM:** Wendy Danielson, Interim Building Administrator  
**TO:** Board of County Commissioners  
**RE:** Building Department Update  
**MEETING:** June 27, 2016

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The following items are for your review and discussion.

### **Building Administrator & Building Official Job Descriptions**

We are waiting for updated job descriptions from BDPA to determine the structure of the department. Once a decision has been made regarding existing employees, I would like to talk about the possibility of a part time Building Services Assistant.

### **Shared Building Services**

I have heard from both the City of Victor and the City of Driggs regarding the possibility of sharing resources / services for the Building Departments. Both of them are interested and intend to contact Tetonia as well. I think it is worthwhile to meet with them and discuss what their ideas are and see if it would be feasible and make sense to pursue it.

### **Department Hours**

As a part of our budget discussion, the subject of summer hours came up and we ended up talking about office staffing on Fridays. On the Fridays that I am off, Tom is frequently out of the office for inspections and that essentially leaves the office closed. Tom and I talked about a couple of ways we could prevent the possibility of someone showing up to talk with us and finding no one available. What we'd like to do is add a note to the announcement about our summer hours that states "Office Hours on Fridays may be limited and an appointment is strongly suggested. Please check with us before coming in to make sure we'll be available."

### **Building Permit Statistics**

The trend for an increase in permit numbers as compared to last year appears to be continuing. I will have numbers for the 3<sup>rd</sup> quarter at your July 11<sup>th</sup> meeting.

### **iWorQ Conference**

I would like to attend a 2 day conference this August in Logan Utah for iWorQ (our permit management system). This is an annual event that brings government employees and contractors from as far away as Alaska and the East Coast. Training and informational sessions are led by iWorQ trainers, technicians, and even the owners. They also offer dedicated times for one on one training sessions where they will address specific questions and concerns for individuals or jurisdictions. Additionally, I have found that the information and ideas that are shared with other attendees to be just as valuable as the formal material. I'm requesting permission to be gone for 2 nights starting the afternoon of Monday August 1 and returning Wednesday afternoon on the 3<sup>rd</sup>. Other County employees plan to attend the event as well so we can share transportation.

Received by Teton County:



A copy of the Assessment Notice must accompany this appeal form. Complete both pages of this form.

**APPEAL of PROPERTY ASSESSMENT**

*Idaho Code 63-205, 501, 502 & 511*

THIS FORM MUST BE POSTMARKED OR RECEIVED NO LATER THAN 5:00 PM ON THE 4<sup>th</sup> MONDAY OF JUNE

**QUESTIONS CONTACT:**

Teton County Assessor's Office  
150 Courthouse Drive – Room 212, Driggs, ID 83422  
1-208-354-3507

**MAIL, FAX or E-Mail FORM TO:**

Teton County Commissioners  
150 Courthouse Drive, Driggs, ID 83422  
Phone: 1-208-354-8775 FAX: 1-208-354-8776  
[commissioners@co.teton.id.us](mailto:commissioners@co.teton.id.us)

**PROPERTY INFORMATION**

1. Parcel # (one parcel per form) R P06 N43E 272401A  
*unknown* (From Assessment Notice – upper right-hand corner)

2. Property Address: West 1/2 Sect 27, T6N, R43E

3. Type of Property (check all that apply):

- Residential
- Commercial
- Vacant Land
- Mobile Home
- Industrial
- Agricultural Land
- Homeowner's Exemption
- Business Personal Property
- Other \_\_\_\_\_

4. Do you wish to present your case in person before the Board?  Yes  No *By phone 351-7300*

5. Is there more than one parcel, with the same issue/argument, to be filed and heard together at one hearing?  
 Yes  No IF YES, LIST PARCEL #'s \_\_\_\_\_

**OWNER / APPELLANT INFORMATION**

6. Appellant is:  Individual Owner  Husband/Wife of Owner  Partnership  Corp/LLC  
 Trustee  Other \_\_\_\_\_

7. Name: Jeff Lerwill Phone: 208-351-7300 Email: Jeff@Countywideprop.com  
(Print First and Last Name)

8. Mailing Address: 957 N 16th East City: Sugar City State: ID Zip: 83448

9. Will someone other than the owner appear before the Board of Equalization?  Yes  No  
*If YES, complete #'s 10, 11 & 12*

10. Name: \_\_\_\_\_ 11. Phone: \_\_\_\_\_  
(Print First and Last Name)

12. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**OWNER'S STATEMENT**

13. Assessor's Value from Notice: \$ 74,978 Owner's Estimate of Value: Total: \$ 5590 Purchase of Property: Price: \$ NA  
 Purchase Date:    /   /     
 Forest products yield

14. Comparable property sales will help support your appeal. (Sales data must be from within the calendar year of assessment and documentation is required.):

PARCEL #	STREET ADDRESS	DATE OF SALE	SALE PRICE
a.	To my knowledge this has not ever		\$ _____
b.	been changed to other Madison		\$ _____
c.	county doesn't do it either		\$ _____

15. Has the property been appraised within the last 5 years by a licensed appraiser other than the Assessor's office?  
 IF YES Provide: Appraisal Date:    /   /    Appraised Value: \$ \_\_\_\_\_  
 (attach copy of appraisal)

16. Property is currently occupied by:  Owner  Tenant (If Rented, Monthly Rent: \$ \_\_\_\_\_)

17. Property is currently unoccupied.  Yes  No

17. Has the owner made any renovations, additions, or remodels since the purchase of the property?  
 Yes  No

If YES, Construction Cost: \$ \_\_\_\_\_ Date of Completion    /   /   

Provide Project Details: \_\_\_\_\_  
 \_\_\_\_\_

**THE FOLLOWING ARE NOT GROUNDS FOR AN APPEAL:**

Your Taxes are too high.  Your Value changed too much in one year.  You cannot afford the taxes owed.

18. Why are you appealing your VALUE? Please provide a detailed explanation for your appeal to be valid.  
 (Use additional pages if necessary and attach all supporting documents.)

This statute is for Northern Idaho where they have a market and saw mills. I don't know if Teton county has ever change this in the past and I know Madison county doesn't because of such slim profits in this area. The logging was done mostly for clearing of fence lines. I talked to Rod Brevig in Boise and he said at the most a 3% of proceeds could be taxed. I thought I owned the ground and the taxes not the county. Already pay county a real estate tax and this seems like double taxation. See copy of check

19. You may submit additional information to support your appeal of the assessed value.

Please initial the following statement attesting to your intentions:

\_\_\_\_\_ My appeal is complete. I have provided all the evidence that I intend to submit, and request that my appeal be reviewed based upon the evidence submitted. **NOTE: If you bring new information to the hearing, you must provide 5 copies for the Board at the time of your hearing. If you fail to bring the required copies, your new information will not be accepted or your hearing may be continued.**

20. I hereby affirm that the foregoing information is true and correct; I understand that I bear the burden of proof and must provide evidence supporting my appeal, and that I am the owner (or owner's authorized agent) of the property described above.

Jeff Lewitt                      6-19-16                      Jeff Lewitt  
Signature of Appellant                      Date Signed                      Print Name

**FOR TETON COUNTY USE**

**A HEARING HAS BEEN SCHEDULED FOR:**

Date \_\_\_\_\_ Time \_\_\_\_\_ am / pm

**Location:**  
Commissioners' Meeting Room – 1<sup>st</sup> Floor  
150 Courthouse Drive, Driggs, ID 83422

**ACTION BY THE BOARD OF EQUALIZATION ON:**

Date \_\_\_\_\_

Sustain Assessor's Value

Change Market Value  Land: \$ \_\_\_\_\_

Improvements: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**BOARD of EQUALIZATION**  
**Teton County, Idaho Board of County Commissioners**

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**PROPERTY ASSESSMENT APPEAL INSTRUCTIONS**

The following information will enable you to decide if an appeal of your property valuation is necessary.

1. In all cases, we encourage you to consult first with the County Assessor, who valued your property. The Assessor can be reached at (208) 354-3507. You may find that your concern can be addressed by communicating directly with the County Assessor's appraisal staff, and no formal appeal will be necessary.
2. If your concern is not satisfied in step one, then you may proceed with your appeal. Here are the facts that you need to carefully consider in making an appeal:
  - A. State of Idaho statutes govern how property valuations must be determined by the Assessor. The State requires assessments to be based on market value (i.e., what comparable properties in your geographic area are actually selling for in the real estate market). Property values are based on market data that occurred prior to January 1 of the current year.
  - B. Board of Equalization appeals can only be based on factual data.
  - C. As long as the market value is reasonably reflected in the current assessment, the amount of change from previous assessments is not a factor that can be considered in the appeal process.
  - D. Board of Equalization appeals are conducted for the valuation of the property, not how the valuation might affect current or future property taxes.
3. If your comparable sales documentation has failed to persuade the Assessor, but you remain convinced that you can demonstrate that the Assessor's value is higher than the actual market value on January 1, please fill out the attached Appeal of Property Assessment form and return it to the address listed. After your appeal is received, a hearing date will be scheduled and you will be notified.
4. When you appear before the Board of Equalization, you will be given up to 10 minutes to present your case demonstrating that your property is assessed above its January 1 market value. The Assessor will then have several minutes to explain how your property value was determined and why your sales data may not be accurate or relevant. Both parties will then have additional time (which may be limited to two minutes) for rebuttal of any of the testimony.

Upon closing the hearing, the Board of Equalization will make its decision without further input from either the appellant or the Assessor. In some cases, the Board of Equalization will take the appeal under advisement. You will be notified in writing of its decision.

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**IDAHO STATUTES**

**A. ASSESSMENT-MARKET VALUE FOR ASSESSMENT PURPOSES.** (§ 63-205)(1) (1) All real, personal and operating property subject to property taxation must be assessed annually at market value for assessment purposes as of 12:01 a.m. of the first day of January in the year in which such property taxes are levied, except as otherwise provided. Market value for assessment purposes shall be determined according to the requirements of this title or the rules promulgated by the State Tax Commission. (2) Personal property coming into the state after January 1 shall be assessed as of the date of entry into the state in accordance with sections §63-311(3) and §63-602Y, Idaho Code.

**B. TAXPAYER'S RIGHT TO APPEAL.** (§63-501a)(1) 1) Taxpayers may file an appeal of an assessment with the county Board of Equalization. An appeal shall be made in writing on a form provided by the county Board of Equalization or Assessor and must identify the taxpayer, the property which is the subject of the appeal and the reason for the appeal. An appeal of an assessment listed on the property roll must be filed on or before the end of the county's normal business hours on the fourth Monday of June. An appeal of an assessment listed on the subsequent property roll must be filed on or before the end of the county's normal business hours on the fourth Monday of November. An appeal of an assessment listed on the missed property roll must be filed on or before the Board of Equalization adjourns on the day of its January meeting. The Board of Equalization may consider an appeal only if it is timely filed. (2) Appeals from the county Board of Equalization shall be made pursuant to section §63-511, Idaho Code.

**C. THE APPELLANT BEARS THE BURDEN OF PROOF IN SEEKING AFFIRMATIVE RELIEF TO ESTABLISH THAT THE DETERMINATION OF THE ASSESSOR IS ERRONEOUS** (§ 63-502/ § 63-511).

D. An Appellant or the Assessor may appeal a determination by the Board of Equalization (BOE) within 30 days after mailing of notice of a decision of the BOE, an appeal of any act, order or proceeding of the BOE, or the failure of the BOE to act may be taken to the State Board of Tax Appeals (§ 63-511).

DATE 8/25/15

THE ORDER OF

Jeff Kerwill

\$ 5,590.90

Five thousand five hundred ninety dollars & 90/100 DOLLARS

**The Bank of Commerce**  
 NORTHGATE MILE OFFICE  
 P.O. BOX 1887  
 IDAHO FALLS, IDAHO 83403

NON-NEGOTIABLE  
 Wendy Wilcox

⑈011953⑈ ⑆124100417⑆ 11 0112627 5⑈

WILCOX LOGGING, INC.  
 REXBURG, ID 83440

DATE	DESCRIPTION	AMOUNT	DISTRIBUTIONS	
			ACCT. NO.	AMOUNT
8/25/15	Kerwill job 35 loads 798.7 tons @ \$7.00 <u>5,590.90</u>	5,590.90		

PERIOD ENDING	EARNINGS				TOTAL EARNINGS	DEDUCTIONS				TOTAL DEDUCTIONS	NET PAY
	HOURS	RATE	AMOUNT EARNED AT REGULAR RATE	OVERTIME AND OTHER		F.I.C.A.	WITHHOLDING U.S. INC. TAX	STATE INCOME TAX	MEDICARE		

NON-NEGOTIABLE

8/25/2015

Jeff Lerwill

\*\*5,590.90

Five Thousand Five Hundred Ninety and 90/100\*\*\*\*\*

Jeff Lerwill

Jeff Lerwill

Lerwill job

8/25/2015

5,590.90

Cash-Checking

5,590.90

Jeff Lerwill

Lerwill job

8/25/2015

5,590.90

Cash-Checking

5,590.90

TETON COUNTY  
YIELD TAX NOTICE FOR FOREST PRODUCTS

T H I S I S A B I L L

LEGAL: NW4; S2SW4; NE4SW4  
SEC 27 T6N R43E

OWNER:

LERWILL, JEFF  
LERWILL, ALANA  
957 N 16TH E  
SUGAR CITY ID 83448

TAX CODE AREA: 14-0000  
PARCEL #: RP06N43E272401A  
COMPLIANCE #: 29867F  
BILLING: YEAR 2015 MONTH 12  
REPORTING PERIOD:  
07/01/2015 TO 07/31/2015

CODE	SPECIES DESCRIPTION	VOLUME HARVESTED	UNITS	VALUE PER UNIT VOLUME	TAXABLE HARVEST VALUE	YIELD TAX (3%)	YIELD TAX AMOUNT
DFL	DOUGLAS FIR/LARCH	136,165	M	110.00	14,978		
TOTAL VOLUME/VALUE		136,165			14,978	.03	449.34
					TAX PAID ----->		
					TAX CANCELLED -->		
					NET TAX ----->		449.34
					LATE CHARGE 2%-->		
					INTEREST ----->		
*** TOTAL AMOUNT DUE AND PAYABLE ON OR BEFORE					06/20/2016	\$	449.34

\*\*\*\*\* TAX DISTRIBUTION \*\*\*\*\*

COUNTY	157.96	ROAD & BRIDGE	6.60
SCH DIST 401		CEM HADEN	12.22
BOND 1996	21.62	FIRE PROTECTION	
EMERGENCY	8.50	LIBRARY	9.56
PLNT FACILITIES	15.88	LIBRARY SPECIAL	8.72
SUPPLEMENTAL	123.10	MOSQUITO ABATE	11.34
BOND 2006	34.14	AMBULANCE	
SPEC ROAD LEVY	39.70		

TETON COUNTY TAX COLLECTOR  
150 COURTHOUSE DR #219  
DRIGGS, ID 83422  
DATE PAID  
PAID BY  
CHECK #  
CASH

**From:** [Beverly Palm](#)  
**To:** [Holly Wolgamott](#)  
**Subject:** FW: Jeff Lerwill timber yield  
**Date:** Wednesday, June 15, 2016 11:32:46 AM

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Bonnie's reply to my email to Rod Brevig.

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**From:** Bonnie Beard  
**Sent:** Wednesday, June 15, 2016 11:18 AM  
**To:** Rod Brevig <Rod.Brevig@tax.idaho.gov>; Beverly Palm <bpalm@co.teton.id.us>  
**Subject:** RE: Jeff Lerwill timber yield

Rod just an FYI we have double checked the information to make sure we are correct and Everything is as it should be.  
Thanks for your help.

Bonnie Beard

Teton County Assessor

150 Courthouse Dr. #212

Driggs, ID 83422

208-354-3507



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**From:** Rod Brevig [<mailto:Rod.Brevig@tax.idaho.gov>]  
**Sent:** Wednesday, June 15, 2016 10:58 AM  
**To:** Beverly Palm <[bpalm@co.teton.id.us](mailto:bpalm@co.teton.id.us)>  
**Cc:** Bonnie Beard <[bbeard@co.teton.id.us](mailto:bbeard@co.teton.id.us)>  
**Subject:** RE: Jeff Lerwill timber yield

Good morning Beverly and thanks for your note. Our process of establishing the values that are used to generate the yield tax bill are set out in Idaho code and rule. The values are based on a five year rolling average for the forest value zone that your county is located in. Since an historical average is used, the values used in any specific instance will only by accident by what the landowner

actually received. If the trends in the market for timber is going up or down the values generated by this process will always be different than the values received by landowners at any particular point in time. Because the process for developing the yield tax from the county is set down statutorily the assessor or the treasurer cannot arbitrarily change the yield tax amount that the process produces. I suggested to Mr. Lerwill during our phone conversation today that the first thing he needs to do is check to determine that the volume he was billed for and the tree species used for the billing were correct because if an error was made in developing his yield tax bill that a correction could be made by the county and an adjusted billing provided. If the information used to generate the yield tax billing is correct and his disagreement is with the value that was used then he needs to petition the county commissioners sitting as a board of equalization for an adjustment the he feels should be made because of his personal circumstances. Mr. Lerwill shared with me that his yield tax bill from the county was about \$450. He shared with me that he received about \$5,000 from his timber sale so I determined that his yield tax would be 3% of that amount or \$150 if the county commissioners determined that his actual receipts should be used in determining his yield tax amount. I suggested to Mr. Lerwill that his opportunity to appeal his yield tax is time limited and he needed to petition the county to hear his appeal as soon as he is able. I further suggested that he would need to substantiate his reasons for making his appeal with documentation that established the value that he received and the circumstances that would help the county commissioners to determine that his circumstance was different than normal and due to his circumstances he should be granted relief from the full amount of the yield tax that he had been billed. If you have any further questions or need further assistance with this process please let me know and I will be pleased to assist.

Best regards,

**Rod Brevig • Forest Tax Administrator**

Idaho State Tax Commission • Property Tax Division  
phone: (208) 334-7737 • fax: (208) 334-7741  
e-mail: [rbrevig@tax.idaho.gov](mailto:rbrevig@tax.idaho.gov) • website: [tax.idaho.gov](http://tax.idaho.gov)

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**From:** Beverly Palm [<mailto:bpalm@co.teton.id.us>]  
**Sent:** Wednesday, June 15, 2016 9:58 AM  
**To:** Rod Brevig  
**Subject:** Jeff Lerwill timber yield

Rod,

Could you clarify to me what you told Mr. Lerwill? He did call me and told me that some counties have waived this tax and he thought he was being unfairly charged.

I asked him to call you so that you could more clearly explain this tax and how we (the assessor and myself) came up with the values and the tax.

He called me back and said that you had told him he could appeal this to the assessor, me, and/or the commissioner. How does this work and on what basis would this information be changed or appealed?

I am just trying to understand this process.

Thanks

*Beverly Palm*



Teton County Treasurer

150 Courthouse Drive, Room 219

Driggs, ID 83422

Ph 208-354-2254

[treasurer@co.teton.id.us](mailto:treasurer@co.teton.id.us)



Phone: 208-354-2254  
Fax: 208-354-8757  
bpalm@co.teton.id.us

**Teton County Treasurer**  
BEVERLY PALM

Room 219  
150 Courthouse Dr.  
Driggs, Idaho 83422

May 17, 2016

Lerwill, Jeff  
957 N 16<sup>th</sup> E  
Sugar City, ID 83448

Re: Yield Tax – RP06N43E272401A

Dear Sir:

I do not know how much preparatory groundwork has been laid prior to this mailing, therefore, I am sending a copy of the Idaho Code of Law (Idaho Code 63-1706(3)), appropriate to the attached billing for your edification.

This information was provided to me by the Teton County Assessor for the timber harvested on this parcel prior to and including 2015.

Please keep one copy for your records, and return one copy with your payment. This Idaho Forest Products Yield Tax Bill is due on June 20, 2016. If you have a question, please email or call.

Sincerely,

A handwritten signature in cursive script that reads "Beverly Palm".

Beverly Palm  
Teton County Treasurer

Bp  
Enclosures (2) Bills (1) Idaho Code of Law (1) Envelope

5/24/16

TAX DUE INQUIRY

13:27:43

PARCEL NUMBER RP 06N43E272401 A

INTEREST AS OF DATE 5/24/2016

NAME LERWILL, JEFF  
LERWILL, ALANA

LEGAL NW4; S2SW4; NE4SW4  
SEC 27 T6N R43E

ADDR 957 N 16TH E

SUGAR CITY ID 83448

TAX KEY	YEAR	BILL#	TAX	LATE INTEREST	COST	TOTAL
*YIELD TAX DUE*						
RP06N43E272401A	15 12	29867F	449.34			449.34

CURRENT DUE: 449.34 TOTAL DUE: Bottom 449.34

Enter=ReStart F3=Exit F7=PM Inq F8=TM Inq F9=Print Bill F20=All Searches

F1=Help F15=Print Report F6=TOGGLE 2ND LINE F4=TAX COMMENTS

TETON COUNTY  
YIELD TAX NOTICE FOR FOREST PRODUCTS

T H I S I S A B I L L

LEGAL: NW4; S2SW4; NE4SW4  
SEC 27 T6N R43E

OWNER:

LERWILL, JEFF  
LERWILL, ALANA  
957 N 16TH E  
SUGAR CITY ID 83448

TAX CODE AREA: 14-0000  
PARCEL #: RP06N43E272401A  
COMPLIANCE #: 29867F  
BILLING: YEAR 2015 MONTH 12  
REPORTING PERIOD:  
07/01/2015 TO 07/31/2015

CODE	SPECIES DESCRIPTION	VOLUME HARVESTED	UNITS	VALUE PER UNIT VOLUME	TAXABLE HARVEST VALUE	YIELD TAX (3%)	YIELD TAX AMOUNT
DFL	DOUGLAS FIR/LARCH	136,165	M	110.00	14,978		
TOTAL VOLUME/VALUE		136,165			14,978	.03	449.34
					TAX PAID ----->		
					TAX CANCELLED ->		
					NET TAX ----->		449.34
					LATE CHARGE 2%-->		
					INTEREST ----->		
*** TOTAL AMOUNT DUE AND PAYABLE ON OR BEFORE					06/20/2016	\$	449.34

\*\*\*\*\* TAX DISTRIBUTION \*\*\*\*\*

COUNTY	157.96	ROAD & BRIDGE	6.60	TETON COUNTY TAX COLLECTOR
SCH DIST 401		CEM HADEN	12.22	150 COURTHOUSE DR #219
BOND 1996	21.62	FIRE PROTECTION		DRIGGS, ID 83422
EMERGENCY	8.50	LIBRARY	9.56	
PLNT FACILITIES	15.88	LIBRARY SPECIAL	8.72	
SUPPLEMENTAL	123.10	MOSQUITO ABATE	11.34	DATE PAID
BOND 2006	34.14	AMBULANCE		CHECK #
SPEC ROAD LEVY	39.70			PAID BY
				CASH

**68-1706. Yield tax on applicable forest products.** [Effective January 1, 1987.] — (1) All forest lands designated by the owner to be subject to the provisions of section 68-1703(b), Idaho Code, shall be appraised, assessed and taxed according to the provisions of this section.

(2) Forest lands held in private ownership and designated by the owner to be subject to the provisions of this section for property taxation shall be valued by the county assessor as real property at rates which reflect only bare forest land value as determined under rules of the state tax commission.

(3) All timber severed from lands subject to the provisions of this section and delivered to a point of utilization as logs or semiprocessed forest products, shall be subject to a forest products yield tax. This yield tax is in lieu of and replacement for, and not in addition to, property taxes on timber.

(4) The yield tax rate shall be three percent (3%) of stumpage value as determined by the state tax commission. In establishing stumpage values, the state tax commission shall:

(a) Divide the state into appropriate stumpage value zones, with each zone designated so as to recognize the uniqueness of timber marketing areas.

(b) By November 1, set stumpage values by zone for each species and/or product, for use in the reporting and payment of yield taxes for timber severed during the following calendar year. Stumpage values shall be based on a five (5) year rolling average value of comparable timber harvested from state timber sales within the stumpage value zone and/or the best available data for the same five (5) year period.

(5) Report and payment of yield taxes become the direct liability and responsibility of the landowner at the time of severance. At the time of severance the yield taxes become a perpetual lien on the real and personal property of the landowner. Yield tax amounts shall be calculated by the county assessor on forms prescribed by the state tax commission. Yield tax amounts shall be supplied by the county assessor to the county tax collector on or before November 15 for timber that was severed from January 1 through June 30, with payments due and payable on or before December 20. If the taxes due for said period are not paid on or before December 20, the payment becomes delinquent and subject to late charges and interest in the amount provided in sections 68-201 and 68-1001 [or 68-1302], Idaho Code, calculated from the following January 1. Yield tax amounts shall be supplied by the county assessor to the county tax collector on or before May 15 for timber severed from July 1 through December 31 in the year following severance with payments due on or before June 20 in the year following severance. If the yield taxes due for said period are not paid on or before June 20, the payment becomes delinquent and subject to late charges and interest in the amount provided in sections 68-201 and 68-1001 [or 68-1302], Idaho Code, calculated from the following July 1. Delinquent yield taxes shall remain a lien against the land from which the timber was harvested and against any other real and personal property of the landowner who owned the land at the time of severance. To collect delinquent yield taxes, the treasurer may use either the personal or real property collection procedures provided in title 68, Idaho Code.

(6) All yield tax revenues and any late charges or interest thereon shall be apportioned among the several county funds and taxing districts as provided for the apportionment of property taxes.

(7) The party utilizing logs or semiprocessed forest products as raw materials shall be required to report the quantity, species and source of all such materials to the Idaho department of lands. Such report shall be structured to comply with and act as a simultaneous report of data already required under the provisions of section 38-122, Idaho Code. The report

format shall include the identification of the forest landowner at the source, legal description of the source, timber or product owner at time of severance, harvester and volume of forest products severed. The Idaho department of lands shall deliver to the various county assessors without fee, copies of these reports as they are available. In the event the point of utilization lies out of the state or a report is not required under the provisions of section 38-122, Idaho Code, the timber owner at time of severance shall be responsible for the reporting of the above-stated data to the department of lands.

(8) If reports required by this section are found to be intentionally false or when appropriate reports are not made, the assessor shall value the forest crop harvested, based on the best available estimates.

(9) Not reporting timber or forest products delivery or receipt as required by this section shall be deemed a misdemeanor.

(10) Buildings and other improvements, other than roads, located on forest lands shall be appraised, assessed and taxed as provided by applicable law and rules. [I.C., § 63-1706, as added by 1982, ch. 129, § 5, p. 349; am. 1987, ch. 206, § 1, p. 431; am. 1994, ch. 370, § 3, p. 1188; am. 1996, ch. 98, § 17, p. 308; am. 1996, ch. 132, § 1, p. 454.]

**Compiler's notes.** For this section as effective until January 1, 1997, see the preceding section, also numbered 63-1706.

This section was amended by two 1996 acts — ch. 98, § 17, effective January 1, 1997, and ch. 132, § 1, effective July 1, 1996 — which appear to conflict. The bracketed "[or 63-1302]" appears in subsection (5) in the fifth and seventh sentences because whereas ch. 132, § 1 added "or 63-1302" following "section 63-1102", ch. 98, § 17, substituted "sections 63-201 and 63-1001" for "section 63-1102".

The amendment by ch. 98, § 17 in subsection (2) substituted "property" for "ad valorem" following "provisions of this section"; in subsection (3) substituted "property" for "ad valorem" following "In addition to,"; in subsection (5) in the second sentence added "perpetual" following "shall constitute", in the fourth sentence substituted "tax collector" for "treasurer" following "assessor to the county", in the fifth sentence substituted "late charges" for "a penalty" following "delinquent and subject to", substituted "sections 63-201 and 63-1001" for "63-1102" following "provided in", in the sixth sentence substituted "tax collector" for "treasurer" following "assessor to the county", in the seventh sentence added "yield"

following "If the", substituted "late charges" for "a penalty" following "delinquent and subject to", substituted "sections 63-201 and 63-1001" for "section 63-1102" preceding "Idaho Code or," and deleted a former eighth sentence which read, "If December 20 or June 20 falls on a Saturday, Sunday or holiday, any payment required in the provisions of this section shall be payable on the next regular workday following December 20 or June 20."; and in subsection (6) substituted "late charges" for "penalty" following "tax revenues and any" and "property" for "ad valorem" following "for the apportionment".

The amendment by ch. 132, § 1 in subsection (5) in the first sentence substituted "become" for "is" following "Report and payment of yield taxes", in the second sentence substituted "At the time of severance" for "In the event of nonpayment" at the beginning of the sentence, "become" for "due shall constitute", and "real and personal property" for "assets" following "lien on the", in the fifth and seventh sentences added "or 63-1302" preceding "Idaho Code", and added the present eighth and ninth sentences.

Section 18 of S.L., 1996, ch. 98 is compiled as § 31-806.



208-354-8780  
FAX: 208-354-8410

Teton County Clerk

150 Courthouse Drive  
Driggs, Idaho 83422

June 23, 2017

TO: County Commissioners  
FROM: Mary Lou *ML*  
SUBJECT: Clerk's FY 2017 Budget Memo #5

1. **Vehicle List.** This sheet provides a summary of the county's truck & car fleet. Please refer to it when considering possible vehicle replacements. p. 2-3
2. **Cell Phone Listing.** This sheet is compiled pursuant to county policy and is subject to your approval during the budget process. p. 4
3. **Health Insurance.** Travis Argyle from American Insurance is scheduled to provide an insurance update on July 25. He would be happy to meet with you before that date, but would probably be unable to provide any meaningful information about 2017 rates. The draft budget includes an allowance for a 6% increase.
4. **Recreation Impact Fees.** The Planning Administrator is trying to coordinate a meeting of the Impact Fee Advisory Committee to consider the Fair Board's request for use of these fees. Hopefully a plan will be approved to spend the oldest of these fees before their 8-year time limit begins to expire this December.
5. **Fund 43 Developer Donations.** This fund represents voluntary donations made by developers to improve roads before the County collected impact fees. There is currently \$103,826 in this fund. Prosecutor Spitzer says the funds can be spent where needed, unless there is a contractual duty to spend the donated funds on certain roads. Public Works staff is researching the related development agreement record to discover any contractual obligations. p. 5
6. **Contingency Fund.** I've attached YTD information plus information from the previous three years so you can decide the amount you'd like to budget for the FY 2017 General Fund contingency. p. 6-9
7. **FY 2014 & 2015 PILT Payments.** Auditor Brad Reed says it would fine to transfer these payments out of the Solid Waste Fund and into a different fund, provided you follow a formal process. This can be done as part of the annual Fund Transfer Resolution adopted prior to the closing of every fiscal year. These PILT payments total \$311,078 and could be used to help fund reconstruction of W6000S . . . or else a different capital project.
8. **VARD Suggestion.** Please let me know what you'd like to do regarding VARD's request for \$2,195 to help fund creation of an Accessory Dwelling Unit manual. p. 10-12

1 of 12

Teton County Vehicle Status in May 2016 (updated 6-22-16)									
Year	Make	Model	VIN	Dept	Odometer May 2015	Odometer May 2016	Primary Driver		
1999	Subaru	Outback Sedan	4SEB66850X7638659	Juvenile Probation	107,571	111,938	Rene Leidorf		
2007	GMC	Envoy	1GKDT13S47Z298017	Admin	104,709	120,310	Various		
1992	Ford	Ambulance	1FDKF38M2NNA50145 [C]	Ambulance	73,436	74,186	Ambulance staff		
1999	Ford	Ambulance	1FDWF37F7XED80130(B)	Ambulance	75,107	78,308	Ambulance staff		
2004	Ford	Ambulance	1FDWF37F74ECS1812(B)	Ambulance	106,639	108,979	Ambulance staff		
2008	Chevy	Trailblazer	1GNDT13S082215333 (B)	Ambulance	86,348	92,305	R. Veilleux/paramedic		
2009	Ford	Ambulance	1FDAF47RS9EA01235(B)	Ambulance	62,322	75,657	Ambulance staff		
2015	Chevy	Colorado	1CGGTAE32F1187243	Building	n/a	13	Tom Davis		
2003	GMC	Sierra 1500	1GTEK19V93E290377	Weeds	177,247	183,303	Amanda Williams		
2009	GMC	Canyon	1GTD113E198103240	Weeds	77,056		Amanda Williams		
2016	Polaris	Ranger XP	3NSRTA577GG823183	Weeds	n/a	1	Amanda Williams		
2007	GMC	TK10953	1GTEK19397E560887	Coroner	19,143	20,013	Tim Meicher		
1986	Ford	Econoline van/ mobile	1FDXE37H2GHC46093	Emerg. Mgr	23,211	23,247	Greg Adams		
2007	GMC	1500 series pick up	1GTEK19V77V177304	Extension	159,900	165,642	Jennifer Werlin		
1975	Chevrolet	water truck	CCE615V1054575	Fair	72,921	73,278	Rodeo Co. & Matt Darrah		
1998	Ford	f-150 pickup	1ftz18w6wka25462	Public Works	235,005		Darryl Johnson		
1982	Chevrolet	3500 Flatbed	1666K24W6C119998	R&B	out of service		SOLD at auction		
1989	Ford	water truck	1F0YV82A2KVA09712	R&B	168,724	174,088	R&B crew		
1992	Ford	LT8000 DUMP TRK	1F0YU82a2nva03516	R&B	196,349	201,353	R&B crew		
1992	Ford	LT8000 SANDER DUM	1F0YU82a4nva03517	R&B	177,054	177,186	R&B crew		
1993	Ford	LT8000 Water/Mag	1F0YU82e6pva17070	R&B	157,234	163,373	R&B crew		
1996	Ford	F150 4X4	1FTEF14N9TLBLS506	R&B	188,524	192,551	R&B crew		
1999	Ford	truck f450	1FDXF46F8MEB19021	R&B	162,079	164,809	R&B crew		
1999	Peterbilt	357 DUMP TRUCK	1NPALB0XXXD500103	R&B	180,520	190,261	R&B crew		
2000	Peterbilt	357 Dump Truck	1NPALT0X2YD517484	R&B	165,667	178,638	R&B crew		
2001	International	4700	1HTSCAALX1H403486	R&B	108,339	1,088	Bruce Zohner (new odometer)		

Year	Make	Model	VIN	Dept	Odometer May 2015	Odometer May 2016	Primary Driver
2002	GMC	2500 series Pickup	1GTHKZ9C42E100844	R&B	166,060	176,013	R&B crew
2007	Peterbilt	TRUCK includes blade	1NPALBOX170690499	R&B	96,279	109,592	R&B crew
2012	Chevrolet	2500 pickup	1gc0kvcg8cf174349	R&B	26,382	35,822	Clay Smith
2014	Peterbilt	dump truck	1NP1L70XXED223505	R&B	19,709	29,591	R&B crew
1986	AM General	Humvee	022782	SAR	n/a	n/a	one Humvee drives straight & runs well, but overheats, will use parts from other to repair
1986	AM General	Humvee	022777	SAR	n/a	n/a	
1999	Chevrolet	suburban	3gnrk26jw9t176340	SAR			SOLD at auction
2000	Ford	F-350	1F05T3594ea06126	SAR	n/a	149,940	SAR crew
2014	Ford	F-350	1F08W3H67EEB53864	SAR	n/a	3,664	SAR crew
1996	Ford	van (hauling prisoners)	1FBJS31G5THA73757	Sheriff	58,000	58,860	Transport Deputy
2006	Chevrolet	trail blazer	1gnct3a62151720	Sheriff	114,300	119,181	unassigned (trade in FY2017)
2007	Jeep	cherokee	1j9g48e37cs1860	Sheriff	<del>138,890**</del>	n/a	TRADED in 2016
2007	DeeDee	Charger	2B3KA43H87H736919	Sheriff	<del>153,000**</del>	n/a	TRADED in 2016
2009	Chevrolet	Trailblazer	1GN0T335992114837	Sheriff	102,806	109,983	Civil deputy/unmarked
2009	Dodge	charger/with acces.	2B3KA43T49H519310	Sheriff	89,385	93,668	unassigned (trade in FY2017)
2014	Ford	Interceptor	1FMSK8AR3E6802611	Sheriff	31,758	50,404	Blake Fullimer (patrol deputy)
2014	Ford	Interceptor	1FMSK8AR1EG802610	Sheriff	33,019	47,672	Tyson Gunderson (patrol deputy)
2014	Ford	Interceptor	1FMSK8AR5EG802609	Sheriff	42,407	57,501	unassigned
2015	Ford	Interceptor	1FMSK8AR2FGB32734	Sheriff	4,908	26,590	Fred Hale (sergeant)
2015	Ford	Interceptor	1FMSK8AR2FGB32733	Sheriff	5,358	24,885	Andrew Sewil (patrol deputy)
2015	Ford	Interceptor	1FMSK8AR2FGB32732	Sheriff	1,908	19,908	Rick Henry (chief deputy)
2016	Ford	Interceptor	1FMSK8AR2GG854931	Sheriff	n/a	550	Donald Shaw (sergeant)
2016	Ford	Interceptor	1FMSK8AR2GG854929	Sheriff	n/a	200	Andrew Foster (patrol deputy)
2016	Ford	Interceptor	1FMSK8AR2GG854930	Sheriff	n/a	??	Sheriff Tony Liford
1982	Ford	lariat	1fe114e3pa54999	Solid Waste	76,611		SW staff
1993	International	hook truck 4900	1htbdnrm6pb536242	Solid Waste	181,189		SW staff
1994	Ford	F150 Pickup	1FTEF14N1RLA85832	Solid Waste	158,487		SW staff
1980	Ford	Water Truck	581KVGG5815	Solid Waste	203,800		SW staff

3 of 12

## Cell Phone Stipends & County Cell Phones: Requested for FY 2017

Department	Position	Reason Needed	STIPEND		COUNTY PHONE		
			\$22 Basic Cell	\$52 Data Plan	Basic Cell	Data Plan	Provider
Commission	3 Commissioners	1, 3		3			
	Executive Assistant	1, 3		1			
Coroner	Coroner	1, 2, 3		1			
Weeds	Weed Superintendent	2, 3		1			
Court	Court Supervisor	1		1			
Court	Court Clerks	1	2				
Court	Magistrate Judge	1, 3		1			
Emergency Mgt	Emergency Manager	1, 3				1	Verizon
Extension	Extension Educator	3		1			
Public Works	Custodian	1, 3		1			
Fair Board	Administrator	3	1				
GIS	GIS Manager	data plan for tablet computer					
Juvenile Probation	Chief JPO	1, 2, 3				1	Verizon
Building	Building Inspector	3		1			
Prosecutor	Prosecutor	1, 3		1			
Prosecutor	Chief Deputy Prosecutor	1, 3		1			
Prosecutor	Investigator	1, 3		1			
Public Works	Public Works Director	1, 3				1	Verizon
Public Works	Facilities Manager	1, 3				1	Verizon
Road & Bridge	Equipment Operators	1, 2, 3				7	Verizon
Road & Bridge	Supervisor	1, 2, 3				1	Verizon
Road & Bridge	Mechanic/Foreman	1, 2, 3				1	Verizon
Road & Bridge	Office Manager	1, 2, 3				1	Verizon
Sheriff	Sheriff	1, 3				1	Verizon
Sheriff	Chief Deputy	1, 3				1	Verizon
Sheriff	Patrol Deputies	1, 3				7	Verizon
Sheriff	Patrol Sergeants	1, 3				2	Verizon
Sheriff	Detective Sergeant	1, 3				1	Verizon
Sheriff	IT Manager	1				1	Verizon
Sheriff	Civil Deputy	1				1	Verizon
Sheriff	Admin. Mgr of Operatsion	1				1	Verizon
Sheriff	Dispatch Supervisor	1				1	Verizon
Solid Waste	Supervisor	1, 3				1	Verizon
			3	10	0	31	

### CELL PHONE portion of Teton County's "Fringe Benefits" Policy:

Employees who require a cell phone in order to perform their duties as expected will be issued a county cell phone or will receive a monthly cell phone stipend. Non-exempt employees eligible for overtime compensation will not receive a county cell phone or stipend unless the need is expressly stated in their job description.

Employees issued a county cell phone become responsible for the phone, which is not insured by the county. If a county cell phone is lost or damaged, it will be replaced at the employee's expense. Employee use of a county cell phone may be restricted to a specified number of minutes and/or text messages.

The EO or Supervisor will determine if an employee needs a cell phone for one of the following reasons: (1) Must remain in contact on a 24/7 basis; (2) GPS units on phone provide required data; or (3) Duties require frequent absences from the office.

All information on county phones is subject to the public records law. This means that employees have no right to privacy when using a county phone.

The County's annual budget must include an approved list of all positions eligible to receive a county cell phone or cell phone stipend, and the yearly stipend amount. County cell phones and cell phone stipends will not be considered a taxable benefit.

Employees receiving a data plan stipend in order to use their personal phones to send or receive county emails must understand that all such emails become a matter of public record.

4 of 12

## Fund 43: Developer Donations for Road Improvements, 6-21-16 Summary

Deposit Date	Amount Donated & not spent	Name on Check	Other info on AC	Not specified	Edelweiss Lane	500 N	Bates	700N	175 E	100 E	Packsaddle	700 S	200 S	500 S	400 N	3000 W
10/29/03	1,600	William Beck Jr.	Shire Road Improvement								1,600					
11/01/03	3,200	Crestview Estates	Grisee/500 S											3,200		
11/18/03	2,800	MS Peters LLC	Elkridge Sub, 400 N												2,800	
05/20/04	1,600	Alan Twitchell	100 East				1,600									
07/30/04	4,000	Teton Valley Prop Group	Sage Grouse/Packsaddle								4,000					
10/08/04	2,000	Frontier Ranches	Todd Lampra, 700 S									2,000				
09/08/06	14,400	HG Development LLC	for 500 N per 8/13/07 BOCC			14,400										
09/19/06	8,400	Stillwater Holdings LLC	500 N oiling			8,400										
01/30/07	4,400	Alliance Title & Escrow	Bates				4,400									
03/06/07	1,200	Randall Foes	Road Cornerstone-Bates				1,200						45,200			
03/09/07	45,200	Ironwood Land LLC	Road													
03/20/07	6,400	Sierra Charlie Assoc LLC	Grouse Creek Meadows					6,400								
06/11/07	9,200	Planning & Zoning	Darby Development						9,200							
02/01/08	200,000	Driggs Centre														
07/07/08	800	Nethercott Acres	road not specified? 100 W?	800												
08/14/08	3,600	Stillwater Holdings	wherever needed	3,600												
01/23/09	3,600	Durtschi, Dalley Rose Sub	Edelweiss Road		3,600											
01/20/10	20,000	Spring Hollow	3000 West													20,000
03/01/10	1,200	Blue Indian Subdivision	Bates Road				1,200									
03/04/10	8,400	Grand Targhee Resort	chip seal Hastings Lane													
06/08/10	15,000	City of Driggs	rebuild Teton Creek Bridge													
02/11/11	400	Chances Are LLC	Fall Creek Reserve Lot 15	400												
03/21/01	400	TCT for Blue Indian	Bates Road				400									
09/02/11	500	Randall Foes	Cornerstone West - Bates				500									
				4,800												
				3,291	spent on Cemetery Road Bridge FY 2008 & 09											
	\$120,727	Balance available on 9-30-12														
	\$2,801	For Seal for 2000 S														
	\$7,700	Bates Road Oil														
	\$6,400	7000N Road Oil														
	\$103,826	Balance available on 9-30-13														
	\$103,826	Balance available on 6-21-16														

5 of 12

## Contingency Fund Expenditures for FY 2016

Date	Check #	Vendor Name or Resolution #	Description	Decrease	Increase	Balance	Approval Date
<b>General Fund Contingency Account: 01-18-526</b>							
			<b>Beginning Balance</b>			<b>\$128,000.00</b>	
			Help completing All Hazards Mitigation Plan	4,000.00		124,000.00	9/25/2015
			Noteworthy Performance Award for T. Jones	500.00		123,500.00	10/26/2015
			Underbudgeted IT needs for FY 2016	23,683.00		99,817.00	10/26/2015
11/10/15	298	Sign Pro	Interior courthouse signage	858.00		98,959.00	10/26/2015
			Underbudgeted masonry repair expense for FY 2016	24,000.00		74,959.00	11/9/2015
12/28/15	707	Teton Valley Bus Dev Center	Implement Tourism component of Ec Dev Plan	10,000.00		64,959.00	12/28/2015
02/09/18	1000	Teton County Road & Bridge	Reimburse expenses related to SnowFest	1,855.00		63,104.00	FY16 budget
			Matching funds for July 4th Fireworks	5,000.00		58,104.00	2/22/2016
			Increase IT contractor budget	10,000.00		48,104.00	3/14/2016
			Purchase items needed to upgrade county's SAN	45,000.00		3,104.00	3/14/2016
04/11/16			Re-allocate unspent funds budgeted for animal control		35,000.00	38,104.00	4/11/2016
			Partial payment for Scope of Work	5,500.00		32,604.00	5/9/2016
			For expenses related to 1/4" chips & fog scal on Ski Hill	11,200.00		21,404.00	5/23/2016
<b>Road&amp;Bridge Contingency Account: 02-00-526</b>							
			<b>Beginning Balance</b>			<b>\$20,000.00</b>	
			Local match for Cache Bridge Project	10,000.00			3/14/2016
<b>Court Contingency Account: 06-01-526</b>							
			<b>Beginning Balance</b>			<b>\$10,000.00</b>	
<b>Solid Waste Contingency Account: 23-00-526</b>							
			<b>Beginning Balance</b>			<b>\$10,000.00</b>	
11/10/15	172	Alphagraphics	Solid Waste Fee fact sheet for mailing with tax notices	817.65		9,182.35	
<b>Road Levy Contingency Account: 33-00-526</b>							
			<b>Beginning Balance</b>			<b>\$10,000.00</b>	
<b>Ambulance Contingency Account: 50-00-526</b>							
			<b>Beginning Balance</b>			<b>\$5,000.00</b>	

## Contingency Fund Expenditures for FY 2015

Date	Check #	Vendor Name or Resolution #	Description	Increase	Decrease	Balance	Approval Date
<b>General Fund Contingency Account: 01-18-526</b>							
11/12/14	163	Dale Burr	Materials for eagle sculpture at LEC	500.00		\$82,000.00	12/22/2014
11/12/14	205	Jorgensen Associates	Concrete testing at LEC completed in FY 2014	640.00		80,860.00	11/10/2014
Resolution 2014-1222							
Resolution 2014-1222							
12/22/14	570	R&M Concrete	Installation of 10 video cameras in SO Vehicles	3,000.00		77,860.00	12/8/2014
04/28/15	1125	Teton Co. Road & Bridge	Balance needed for FY 2015 PW Director Salary	2,568.00		75,292.00	12/22/2014
01/13/15	653	Bronhim's	Concrete footer for eagle sculpture at LEC	580.00		74,712.00	12/22/2014
01/13/15	655	Dale Burr	Reimburse labor & fuel costs for Snow Fest assistance	2,925.67		71,786.33	1/12/2015
01/13/15	666	Crown Trophy	Treasurer Retirement	438.63		71,347.70	1/13/2015
01/13/15	676	Dawn Felchle	Final Payment LEC sculpture	550.00		70,797.70	1/13/2015
01/13/15	750	TVNews	Brass plate for Treasurer's chair	7.95		70,789.75	1/13/2015
01/26/15	835	USBank	Reimburse Treasurer retirement expenses	71.42		70,718.33	1/13/2015
04/28/15	1462	City of Driggs	Treasurer Retirement	352.00		70,366.33	1/13/2015
Resolution 2015-0713A			Treasurer retirement gift	65.00		70,301.33	1/26/2015
Resolution 2015-0713A			July 4th Centennial Celebration	6,000.00		64,301.33	3/23/2015
Resolution 2015-0713A			Purchase vehicle for building inspector	15,349.00		48,952.33	6/22/2015
07/14/15	2147	Dale Burr	More jail days than budgeted	30,000.00		18,952.33	7/13/2015
			Need more \$\$ for insurance deductibles	2,500.00		16,452.33	7/13/2015
			Final payment for Sentry Eagle sculpture	1,400.00		15,052.33	6/22/2015
<b>Road &amp; Bridge Contingency Account: 02-00-526</b>							
01/26/15	811	Idaho Transportation Dept	Salt needed to dry out wet sand	630.94		\$13,588.00	12/8/2014
01/06/15	792	Biota	Grant writing assistance	743.75		12,213.31	12/8/2014
01/28/15	877	Biota	Grant writing assistance	712.50		11,500.81	12/8/2014
<b>Court Contingency Account: 06-00-526</b>							
Resolution 2014-0413			Taser for use by court bailieff	1,057.00		\$11,000.00	12/8/2014
05/26/15	1791	Xtelis Corp	2 wireless phone sets	791.92		9,943.00	5/26/2014
06/08/15	1878	Xtelis Corp	Base & chargers for phone sets	479.20		9,151.08	6/8/2014
<b>Solid Waste Contingency Account: 23-00-526</b>							
Resolution 2015-0713			Mid-year raise for Weigh Master	860.00		\$10,000.00	4/27/2015
05/28/15	1779	Waxie Supply	Bags & gloves for clean-up day	358.39		9,140.00	4/13/2015
<b>Ambulance Contingency Account: 50-00-526</b>							
				<b>Beginning Balance</b>		<b>\$6,900.00</b>	

# Contingency Fund Expenditures for FY 2014

Date	Check #	Vendor Name or Resolution #	Description	Increase	Decrease	Balance	Approval Date
<b>General Fund Contingency Account: 01-18-526</b>							
11/26/13	210	Clark Wireless	Antennae for Victor cell tower	2,000.00		120,000.00	10/15/2013
<b>Beginning Balance</b>							
			Monthly electrical bill for Victor cell tower	600.00		118,000.00	10/15/2013
			Duty gear for Sheriff's deputies	5,300.00		117,400.00	10/15/2013
			5 Board Member gift cards & 1 spot award	249.00		111,900.00	11/12/2013
11/25/13	401	ML Hansen	Repair 1999 Subaru	2,593.60		111,651.00	11/12/2013
12/09/13	591	Sue's Roos	Art for Judge Luke retirement gift	300.00		109,057.40	11/12/2013
			Alan McKnight			108,757.40	12/23/2013
01/14/14	852	Rick's	Framing of art for Judge Luke	100.00		108,657.40	12/23/2013
02/24/14	1167	Saul Varela	Noteworthy performance awards for SW crew	203.00		108,454.40	2/10/2014
			Pay S. Wood for insignia, etc. work on 3 SO vehicles	2,888.42		105,565.98	2/24/2014
03/10/14	1315	Teton Area Advisory Forum	Donation to TAAAF for Teton Canyon facilitation	500.00		105,065.98	2/24/2014
04/04/14	1517	Teton Valley News	RFB for Fair Ground Bleachers	260.00		104,805.98	3/10/2014
			Bleachers for Fair Grounds	39,740.00		64,165.98	3/10/2014
04/14/14	1624	Road & Bridge	Reimburse R&B for SnowScapo assistance	900.00		103,905.98	12/23/2013
04/14/14	1612	PacifiCorp	Tax refund due per 2010-13 lawsuit	1,389.94		62,776.04	4/14/2014
04/14/14		School District & Library District	PacifiCorp tax refund recovered from tax districts	616.87		63,392.91	4/14/2014
05/28/14	1943	Precision Power	Repair courthouse generator	4,690.72		58,702.19	5/28/2014
			Bleachers for Fair Grounds	6,700.00		52,002.19	4/28/2014
08/25/14	2578	Brouhm's	Spot Awards for Road & Bridge crew	325.00		51,677.19	7/28/2014
09/09/14	2732	Bank of Commerce	Spot Awards for Clerk's Recording Office Staff	75.00		51,602.19	7/14/2014
09/09/14	2752	Kelley Real Estate Appraisers	Emergency Services Building Appraisal	1,400.00		50,202.19	8/25/2014
09/30/14	2932	Bank of Commerce	\$25 gift cards for outgoing Fair & PZC members	145.00		50,057.19	9/22/2014
			Extension Assistant OT for Fair & 4H Camp	1,563.00		48,494.19	10/14/2014
			1/2 cost of ROW survey for N3750W	350.00			1/23/2012 for Reed Casper property
			Smith Canyon Record of Survey, amount still due	3,684.78			8/27/2012
<b>Road &amp; Bridge Contingency Account: 02-00-526</b>							
<b>Beginning Balance</b>							
<b>10,000.00</b>							
<b>Court Contingency Account: 06-00-526</b>							
<b>Beginning Balance</b>							
<b>15,000.00</b>							
			Shelves & work table for court file room	3,527.00		11,473.00	10/15/2013
01/14/14	805	Mandy Hill	Court file room re-organization	190.00		11,283.00	10/15/2013
			Increase budget for Public Defender	8,000.00		3,283.00	6/23/2014
			Increase budget for Chief JPO due to transition	3,283.00		0.00	7/14/2014
<b>Solid Waste Contingency Account: 23-00-526</b>							
<b>Beginning Balance</b>							
<b>10,000.00</b>							
04/28/14	1714	Western States CAT	Cylinder repair of R&B blade damaged by solid waste	927.66		9,072.34	
<b>Ambulance Contingency Account: 50-00-526</b>							
<b>Beginning Balance</b>							
<b>10,000.00</b>							
			Establish budget for "Miscellaneous" in Ambulance fun	500.00		9,500.00	12/23/2013

8 of 12

# Contingency Fund Expenditures for FY 2013

Date	Check #	Vendor Name or Resolution #	Description	Increase	Decrease	Balance	Approval Date
<b>General Fund Contingency Account: 01-18-526</b>							
<b>Beginning Balance</b>							
10/29/12	69	Broullin's	Envelopes for Emergency Services Study	20.95		225,000.00	4/12/2012
10/29/12	120	Mercer Group	Emergency Services Study	5,225.00		224,979.07	4/12/2012
11/15/12	275	Mercer Group	Emergency Services Study	11,500.00		219,754.07	4/12/2012
11/27/12	323	City of Driggs	Legal notice for Burns Concrete	240.20		208,254.07	4/12/2012
12/24/12	578	Jorgensen Engineering	Partial payment for S200W (Smith Canyon) ROW Survey	4,515.22		208,013.87	11/15/2012
12/24/12	587	Mercer Group	Emergency Services Study	8,250.00		203,698.65	8/27/2012
12/24/12	Resolution 2012-1224		Use ~1/2 unobligated funds for Law Enforce Center	85,000.00		195,448.65	4/12/2012
12/24/12	Resolution 2012-1224		Provide funds for county-wide sign inventory	1,000.00		110,448.65	12/24/2012
12/24/12	Resolution 2012-1224		Provide funds for final Ec Dev Study payment	3,177.00		109,448.65	9/24/2012
12/24/12	598	Angie Rutherford	Reimburse for Rob Marin Spot Award	50.00		106,271.65	3/12/2012
01/15/13	726	Safran Identix Corp	Fingerprint Machine Maintenance	1,315.00		106,221.65	12/10/2012
03/12/13	1041	Cartwright Engineers	Inspection of courthouse veneer	3,541.00		104,906.65	11/26/2012
03/12/13	1058	Mary Lou Hansen	Reimburse for A. Rutherford Spot Award	54.00		104,906.65	11/26/2012
04/11/13	Resolution 2013-0411		Reimburse R&B fund for Great SnowFest assistance	1,000.00		101,365.65	9/24/2012
04/11/13	Resolution 2013-0411		New computer for Assessor's office, untimely demise	1,412.76		101,311.65	1/14/2013
04/11/13	1362	PacifiCorp	Refund due to 2008 tax appeal judgment	182.04		100,311.65	1/14/2013
05/29/13	1728	PacifiCorp	Refund due to 2009 tax appeal settlement	461.97		98,898.89	3/11/2013
06/10/13	1796	Morphotrust	Freight & install of new fingerprint machine	4,085.00		98,716.85	3/25/2013
06/24/13	1851	CDW-Government	purchase 42 battery backups/surge protectors	3,665.76		98,254.88	7/8/2013
06/10/13	n/a	Portion of 2008 & 2009 PacifiCorp	payments refunded by taxing districts		354.39	94,169.88	3/11/2013
07/08/13	Resolution 2013-0708		temporary deputy assessor	2,400.00		90,504.12	5/13/2013
07/08/13	Resolution 2013-0708		unanticipated expenses for FY 2012 audit	3,900.00		90,858.51	n/a
08/26/13	2362	Dana Mackenzie	Cost estimate to repair courthouse masonry	240.00		88,458.51	6/13/2013
07/23/13	2131	Harley Wilcox	Purchase bleachers for fairgrounds	251.78		84,558.51	5/13/2013
09/09/13	2419	ML Hansen	Reimburse for Will Wise spot award	50.00		84,318.51	6/19/2013
09/09/13	2443	Mercer Group	Emergency Services Study - final share for county	2,287.50		84,066.73	7/8/2013
09/23/13	tbd	Road & Bridge	Reimburse cost of work for 5th Street/School District	3,515.00		84,016.73	7/22/2013
09/23/13	tbd	Road & Bridge	Reimburse cost of work for Figure 8 races	956.25		81,729.23	4/12/2012
09/23/13	Resolution 2013-0923		Software, hardware & IT from CAI hours	34,024.00		78,214.23	7/22/2013
09/23/13	Resolution 2013-0923		underbudgeted Coroner amount for autopsies	3,000.00		77,257.98	7/22/2013
	tbd	Saul Varela	Reimburse for Nate Webster spot award	50.00		43,233.98	7/8/2013
	tbd		1/2 cost of ROW survey for N3750W	350.00		40,233.98	9/23/2013
	tbd		Smith Canyon Record of Survey, amount still due	3,684.78		40,183.98	9/9/2013
<b>Road&amp;Bridge Contingency Account: 02-00-526</b>							
<b>Beginning Balance</b>							
04/11/11	Resolution 2013-0923		Reimburse for work during SnowFest	1,000.00		10,000.00	1/14/2013
<b>Court Contingency Account: 05-00-526</b>							
<b>Beginning Balance</b>							
12/24/12	Resolution 2012-1224		Provide funds for final paycheck for JPO	2,194.15		3,000.00	805.85
<b>Solid Waste Contingency Account: 23-00-526</b>							
<b>Beginning Balance</b>							
12/24/12	Resolution 2012-1224		Replaced ~400' of sewer line at transfer station	11,497.54		21,775.00	12/24/2012
			Discussed 8/27 & 10/29			10,277.46	12/24/2012

9 of 12



Valley Advocates for Affordable Housing

June 7, 2016

Teton County Commission  
150 Courthouse Drive  
Driggs, ID 83422

Re: 2016-2017 Fiscal Year Budget Requests

Dear Commissioners

It's budget season, and we have the following suggestion for the upcoming year's budget:

1. **An \$2195 donation to Valley Advocates for the creation of an Accessory Dwelling Unit (ADU) Manual.** We are seeking funding for ½ of the total \$7200 project cost from Teton Valley governments based on each jurisdiction's share of total county population. As you know, workforce housing is in increasingly short supply in Teton Valley, and accessory units are a key piece of a very large housing puzzle. An ADU manual will provide Driggs, Victor, Tetonia, and unincorporated Teton County residents with the design, construction, permitting, and financial know-how to build ADUs. For more information, please see the attached proposal from Love Shack architects.

We thank you for the opportunity to comment and welcome any questions or requests for additional information.

Also, we'd like to extend special thanks for your purchase of the Accela streaming program. We've issued letters to the cities of Driggs, Victor, and Tetonia requesting that they follow your lead in this regard.

Sincerely,

Shawn W. Hill  
Executive Director

10 of 12

lindsay love, assoc.-aia  
lindsay schack, aia, ncarb, leed-ap, cphc

**\*PROTOTYPE BACKYARD COTTAGES AND  
DESIGN GUIDELINES FOR TETON VALLEY\***

Prepared for:  
VARD  
60 E. Little Ave  
Driggs, ID 83422

Tuesday, January 19, 2016  
**Architectural Services Proposal**

## SUMMARY

### Objective

Love | Schack Architecture believes that quality development and, more specifically, a variety of housing options, are critical to the health of our communities and local economies. We welcome the opportunity to work with VARD to develop a set of prototypes with simple and appropriate design guidelines for backyard cottages in Teton Valley. As our small cities are in the process of adopting new form-based codes, a visual guide for such development opportunities will benefit property owners by identifying good options for taking advantage of their investment's potential. The City of Driggs has identified Accessory Dwelling Units as "the easiest source of affordable/workforce housing and we need to do whatever we can to promote/encourage them." According to Annie Decker, City of Driggs Planning Technician, nearly every property owner asks the question about their options for ADUs. This project would have their encouragement and support.

This project will entail two overall design components - the schematic (conceptual) design of the prototypes and the design of the document, which is as just as critical. The document needs to be concise, engaging, and needs to address the "how" & the "why" aspects as well. There are three "phases" including developing design guidelines which will require some background research of the planning & zoning in both cities, design of the prototypes, and production of the end deliverable. We've outlined the services below - the research and deliverable production are independent from the actual prototype designs, therefore we've broken out the design services for prototypes in an "a la mode" fashion - while we've provided a recommendation of a number of prototypes (design options for property owners to choose from) that would best serve our valley, VARD can choose to increase or decrease the number based upon resources available.

### Scope Of Services

1. Determine design guidelines based upon planning & zoning regulations, common lot sizes and orientations.
2. Schematic design of prototypes. We recommend that VARD include at least (1) single story and (1) double story prototypes with (2) variations of roof-lines and materials for each. We feel that (2) single-story and (2) double story options would be preferred so that we could address more types/sizes of lots and living situations but at least two w/ variations would at least address the majority of situations and would be sufficient for a complete guideline document.
3. Production of the document deliverable. We will work with VARD to determine the best format of brochure, website, or booklet to reach as many people as possible and clearly convey the information. The document needs to convey its purpose, address likely/common site conditions, and convey the options available.

## BUDGET

### Fee Structure

To initiate work, approval is requested with signature and a deposit of \$1000 which will apply toward your first invoice. Professional services will be tracked hourly by project phase and invoiced monthly.

Architect	\$110/ hour
Architectural Staff	\$75/ hour
Clerical & Administrative	\$45/ hour

### Architectural Fee Estimate

Below is a conservative breakdown of estimated time involved in the design and production of this project. This estimate reflects the discussed scope of work in prior meetings and is subject to change upon further discussion with the Client. If time in each phase is found to be greater than this estimate, you will be notified so that a budget discussion can occur. It is a benefit to the Client, as well as the Architect, that the budget remains consistent and predictable.

Research & Deliverable	Hours	Unit Price	Cost
Background Research & Design Programming	5	\$ 110	\$ 550
Production of Document	15	\$ 75	\$ 1,125
Administrative	7	\$ 45	\$ 315
Schematic Design of Each Prototype (to include two variations of materials and rooflines). We've anticipated 10 hours @ our architectural rate & 20 hours at our staff rate.	2	\$ 2,600	\$ 5,200
<b>Estimated Total</b>			<b>\$ 7,190</b>

The estimate outlined above is a conservative estimate of time that this initial phase may require. Our team of designers are dedicated to bringing quality solutions and design clarity to our projects which is critical to project realization.

We appreciate the opportunity to work with you. Work can commence upon approval of this proposal.

X, Client

Date

12 of 12

LINDSEY LOVE  
ASSOC.-AIA, NCARB

LINDSAY SCHACK  
AIA, NCARB, LEED-AP, CPHC



# Teton County

## Emergency Management & Mosquito Abatement & IT

Department Report 5/9-6/24/2016



### Projects Accomplished

The Zika virus has become a hot button topic lately and although we don't have any immediate danger from this threat I thought I would get you an update on what is going on. Attached to this report you have a map of the approximate range of the most prevalent mosquito carriers of the Zika virus in the US. Currently there is no immediate threat of our community being affected by this virus unless it is from people that travel to areas where Zika virus spread is active and they can then transmit it to other people when they return home to our community. However, the spread would be limited to personal contact because our local mosquito species aren't able to transmit the disease so its impact would be limited. In fact, so far there have been no locally acquired mosquito borne cases of Zika yet in the US that have been substantiated by the CDC. However there have been 819 cases that have been reported in the US from travelers and 1 case from a laboratory exposure. However, in the US territories there have been 1,854 locally acquired mosquito borne cases, mostly from Puerto Rico.

FEMA has submitted their requested changes to us for our All-Hazard Mitigation Plan and we have made the changes and resubmitted the plan to them.

Our Pre-Disaster Mitigation grant application has been submitted with the updated Benefit Cost Analysis. The State has submitted a request for an exception for our project to be allowed even if FEMA doesn't have our All-Hazard Mitigation Plan approved before the grant approval process.

On June 9<sup>th</sup> we participated in the Cascadia Rising exercise by setting up a medical care shelter. It was a good opportunity to practice with the resources that we have stored in the armory. The Health District led the exercise and Madison County came up and participated as well.

All of the workstation replacements planned for this year have been accomplished. We are working with the planning department to put up a new counter computer that is similar to the one at the building department window, but that was not planned or budgeted for previously.

Over the course of two weeks last month we had the now annual tire drive in conjunction with the community cleanup days. It went pretty well, however we didn't have as many tires turned in this year as we did last year.

### Future Projects

In August of 2017 there will be a once in a lifetime eclipse that will have the best viewing location centered in our area. All of the Jackson hotels have been booked for that week for over a year and all of our hotels are booked for that week as well. I have begun to discuss it with our neighboring Emergency Managers and as it gets closer we will start to work on joint planning for the event with our affected community partners.

### Future Appointments

6/28 First Net Public Safety Radio Meeting Fort Hall 8:30 to 12:30  
7/5 Teton County Radio/LEPC Meeting 2:30 to 5 PM



# PROTECT YOUR FAMILY AND COMMUNITY:

## HOW ZIKA SPREADS

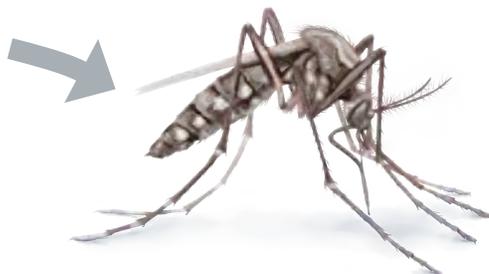
### Most people get Zika from a mosquito bite



More members in the community become infected



A mosquito bites a person infected with Zika virus



The mosquito becomes infected



A mosquito will often live in a single house during its lifetime



More mosquitoes get infected and spread the virus



The infected mosquito bites a family member or neighbor and infects them

### Other, less common ways, people get Zika:



#### During pregnancy

A pregnant woman can pass Zika virus to her fetus during pregnancy. Zika causes microcephaly, a severe birth defect that is a sign of incomplete brain development



#### Through sex

Zika virus can be sexually transmitted by a man to his partners



#### Through blood transfusion

There is a strong possibility that Zika virus can be spread through blood transfusions



# Board of Teton County Commissioners

## MINUTES: June 6, 2016

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

1:00 pm Meeting called to order

### AMBULANCE SERVICE DISTRICT

1. Ambulance Service Transition discussion
2. Medical Director role
3. Discussion regarding contract between ASD and Fire District

### ADMINISTRATIVE BUSINESS

1. BoCC Priorities Update
2. Executive Session as needed for personnel per IC 74-206(1)(a)

Adjournment

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

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

Chairman Leake called the meeting to order at 1:00 pm.

### AMBULANCE SERVICE DISTRICT

● **MOTION.** At 1:01 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 #1 for the draft minutes of this meeting).

The Board of County Commissioners Meeting resumed at 2:25 pm.

### ADMINISTRATIVE BUSINESS

**COMMISSIONER PRIORITIES.** The Board agreed that Commissioner Riegel would review the updated Priorities document and make any changes necessary.

**EXECUTIVE SESSION.** The Board decided to discuss reorganization of the Planning and Building Departments on Tuesday, June 14. The Planning & Building Administrator position will remain posted on the County website until after that discussion.

● **MOTION.** At 3:01 pm Chairman Leake made a motion to adjourn. Motion seconded by Commissioner Park and carried.

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Bill Leake, Commissioner

ATTEST

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Mary Lou Hansen, Clerk

Attachments: #1 Draft minutes from June 6 meeting of Ambulance Service District

# Board of Teton County Commissioners

## MINUTES: June 13, 2016

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

### 9:00 MEETING CALL TO ORDER

*Amendments to Agenda*

### 9:00 PUBLIC WORKS – Darryl Johnson

1. Solid Waste
  - a. April Well Sampling
  - b. Metal Recycling
  - c. Weigh Master Resignation
2. Road & Bridge
  - a. Gravel Stabilization
  - b. Chip Seal Schedule
3. Engineering
  - a. Idaho Dept of Parks & Rec Grants
  - b. South 2000 West, Smith Canyon Record of Survey
4. Facilities
  - a. Centennial Bench
  - b. Garbage Bins at River Access Points

### 9:30 OPEN MIC

#### PLANNING – Kristin Rader

1. Planning Services Assistant position
2. Impact Fee Advisory Committee
3. Recreation update
4. Noxious Weeds update

### 10:30 PUBLIC HEARING

Zoning Map Amendment and Conditional Use Permit for Fin & Feather Bed and Breakfast

### 12:00 ELECTED OFFICIALS & DEPARTMENT HEAD MEETING

### 1:00 - 4:00 BUDGET WORK SESSIONS

1. Clerk's FY 2017 Budget Memo #3
2. Non-Profit Funding requests

### 4:00 SOLID WASTE FEE DISCUSSION

### ADMINISTRATIVE BUSINESS

*(will be dealt with as time permits)*

1. Approve Available Minutes
2. Other Business
  - a. Planning & Building Department Structure
  - b. Certificate of Residency
  - c. Communicatoin Update
  - d. Beer & Wine licenses, if any
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)(a)

### ADJOURNMENT

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

**OTHER ELECTED OFFICIALS PRESENT:** Prosecutor Kathy Spitzer, Clerk Mary Lou Hansen, Assessor Bonnie Beard, Treasurer Beverly Palm

## **PUBLIC WORKS**

Director Darryl Johnson reviewed the information in his bi-monthly report (Attachment #1).

**SOLID WASTE.** Water samples from the landfill monitoring wells are collected and tested quarterly. Statistical limits must be exceeded for three consecutive quarters before they become a Significant Statistical Increase and matter of concern. Bids were obtained from two companies desiring to purchase the County's scrap metal; Pacific Recycling offered the higher price.

● **MOTION.** Commissioner Park made a motion to approve the contract with Pacific Recycling for 2016 Scrap Metal Recycling Services at rates shown in Attachment #1. Motion seconded by Commissioner Riegel and carried unanimously.

**ROAD & BRIDGE.** Crews will be applying Magnesium Chloride and chip seal treatments during the next three weeks.

**ENGINEERING.** Teton County applied for four grants from the Idaho Department of Parks & Recreation. Two have been funded: vault toilet at Horseshoe Canyon trailhead and Bates Road Teton River Access Park. The Board approved the final Record of Survey for S2000W, Smith Canyon Road, which removes the well and barn out of the 50-foot right-of-way.

**FACILITIES.** The Board selected the 12' concrete bench option at a cost of \$2,675 for placement near the Centennial Eagle. Mr. Johnson plans to prepare a long-range capital facilities plan for the County this fall.

Chairman Leake said he and Mr. Johnson met with Driggs Mayor Hyrum Johnson recently. The City would like the County's road and bridge facility to be moved from its current location and offered the City's 3-acre property west of the closed landfill. The City would like to designate a truck route around the south edge of the City via 5<sup>th</sup> East and Johnson Avenue. Chairman Leake said that possibility should be discussed when the County's transportation plan is updated in 2017. Mayor Johnson said the City would like to share manpower and equipment with the County where feasible.

## **OPEN MIC**

Shawn Hill of VARD suggested that the public be allowed to provide suggestions regarding outreach efforts related to the draft code.

## **PLANNING & BUILDING**

Interim Planning Administrator Kristin Rader reviewed her bi-monthly update (Attachment #2).

**RECREATION.** The Board discussed the Recreation Coordinator's request to gather information about the logistics of running a sports league in order to determine the feasibility of operating one league for a single season as a pilot program. Commissioner Riegel said a pilot program would help the county understand the systems and costs of establishing a Parks & Rec department. Such departments are typically funded with general, or recreation district, tax dollars. They often coordinate general recreation leagues, but not competitive sports teams. If the County conducts a pilot program, the sponsoring organization must understand it was only for one season. The Board authorized further research into the possibility.

**WEEDS.** Ms. Rader said the Weed Supervisor met with a Bonneville Power Administration official to discuss their offer of a \$5,000 contract for weed control within their rights-of-way. BPA does not own the land, so has no legal obligation to control weeds, but is willing to help subsidize the effort. The Board reviewed a map of BPA rights-of-way in Teton County and learned that a significant portion of the power lines are located across property owned by the County or State (Attachment #3). Commissioner Riegel said the County could either use the BPA funds to cost-share weed control costs with property owners, or to subsidize the County's own weed control efforts. The Board

decided they would prefer to use the funds to cost-share efforts with property owners. The Weed Supervisor was asked to devise a cost-share plan that minimizes administrative costs.

10:36 am **PUBLIC HEARING: Zoning Map Amendment and Conditional Use Permit for Fin and Feather Bed and Breakfast**

Owner Rachel Fortier described the purpose of her requests (Attachment #4). She said the Fin and Feather B&B receives outstanding customer reviews but is barely a break-even business due to the three rental room limit. She is requesting approval to rent a total of five guest units. The two additional rental units have previously been rented on a long-term basis, so would cause no increase in traffic or parking.

Interim Planning Administrator Kristin Rader said the Planning and Zoning Commission reviewed the request May 10 and recommended approval with three conditions for the zoning amendment and four conditions for the conditional use permit, including entering into a Development Agreement restricting future R-1 uses (Attachment #5). County ordinances allow for the R-1 zone to be located in the scenic corridor and within city Areas of Impact, making the Fin & Feather property eligible for the R-1 zone. This zone has no limit on the number of rental rooms, whereas the current A-2.5 zoning restricts the number of rooms to three. Commissioner Riegel asked about the possibility of other B&Bs requesting a re-zone to commercial. Ms. Rader would not recommend approval because it would be in direct conflict with the Comprehensive Plan.

10:49 am **PUBLIC COMMENTS.** Chairman Leake opened the Public Comment portion of the Public Hearing.

**IN FAVOR:** Shawn Hill of VARD said his organization was originally opposed because they preferred that the zoning ordinance be changed rather than that the property be re-zoned and then uses restricted via a Development Agreement. However, VARD thinks the Fin & Feather proposal is a good project and doesn't wish to delay the applicant any longer.

Chamber of Commerce director Kristi Baughman said 2% lodging tax collections in Teton County totaled \$157,000 last year which was used by the Idaho Travel Council to promote tourism. She said Bed & Breakfast operations are a long-term economic driver for the County.

John Sbraga and Aline Sarria own the Dreamcatcher B&B in Victor and agree that a three-room operation is not economically viable. They support Ms. Fortier's request to expand her operation and say there is a definite demand for this type of lodging.

**NEUTRAL:** No one present wished to speak.

**OPPOSED:** No one present wished to speak.

The public comment portion of the hearing ended at 10:55 and the Board discussed the proposal. Commissioners Park and Leake said they had no objections. Commissioner Riegel said she is generally not in favor of spot zoning such as this; however, it is allowed in the Scenic Corridor. Prosecutor Spitzer said the Board should be aware of the proposed Development Agreement.

● **MOTION.** Commissioner Park made the following motion:

Having concluded that the Criteria for Approval of a Zoning Map Amendment found in Title 8-11 and Idaho State Statute 67-6511 can be satisfied with the inclusion of the following conditions of approval:

1. The applicant will provide written consent stating Teton County may rezone the property with the adoption of the new Land Use Development Code and associated Zoning Map.
  2. The applicant will not pursue a zoning map amendment for their adjacent property, also known as Lot 2 of Brown Acres Subdivision.
  3. The applicant will enter into a Development Agreement with Teton County, pursuant to Idaho State Statute 67-6511(a), restricting the R-1 uses to only allow Bed & Breakfast Inn and restricting any subdivision under the R-1 zone.
- and having found that the considerations for granting the Zoning Map Amendment can be justified and have been presented in the application materials, staff report, and presentations to the Board of County Commissioners,

- and having found that the proposal is not in conflict with the goals and policies of the 2012-2030 Teton County Comprehensive Plan,
- I move to APPROVE the Zoning Map Amendment for Rachel Fortier as described in the application materials submitted on March 28, 2016 and as supplemented with additional applicant information attached to this staff report.

The motion was seconded by Commissioner Riegel and carried unanimously.

● **MOTION.** Commissioner Riegel made the following motion:

Having concluded that the Criteria for Approval of a Conditional Use Permit found in Title 8-6-1 can be satisfied with the inclusion of the following conditions of approval:

1. The Bed & Breakfast Inn is limited to using 5 guest units (four, single bedrooms and one, two bedroom suite). If more rooms are desired, the Conditional Use Permit must be modified through the required process at that time.
2. Any additional development or changes to the existing structure on this property requires a Scenic Corridor Design Review, where applicable.
3. Parking must meet the Teton County Code requirements, including number of spaces and size, as well as ADA accessible requirements.
4. The CUP is conditional on the Development Agreement for the Zoning Map Amendment.
  - and having found that the considerations for granting the Conditional Use Permit can be justified and have been presented in the application materials, staff report, and presentations to the Board of County Commissioners,
  - and having found that the proposal is generally consistent with the goals and policies of the 2012-2030 Teton County Comprehensive Plan,
  - I move to APPROVE the Conditional Use Permit for the Fin and Feather Inn as described in the application materials submitted on March 28, 2016 and as supplemented with additional applicant information attached to this staff report.

The motion was seconded by Commissioner Park and carried unanimously.

The Public Hearing ended at 11:11 am.

Ms. Rader subsequently prepared a formal written decision for this public hearing which appears as Attachment #5a to these minutes.

**ADMINISTRATIVE**

● **MOTION.** Commissioner Park made a motion to approve the minutes of May 23 and May 31. Motion seconded by Commissioner Riegel and carried unanimously.

The Board approved a Certificate of Residency for Jonathan Castillo.

Executive Assistant Holly Wolgamott reviewed her Communications Update (Attachment #6). The June E-newsletter will be published June 14.

**COMMITTEE REPORTS.** Commissioner Park reported that a lack of clients continues to present financial challenges for 5C Detention and some difficult decisions must be made at the July 12 meeting. The five participating counties have been asked to notice the July 12 meeting as a County Commission meeting and to have a quorum of commissioners present. Chairman Leake is unable to attend, but Commissioners Riegel and Park are available.

Commissioner Park attended the meeting of NACO's Western Interstate Region in Jackson and the Idaho Association of Commissioners and Clerks meeting in Burley. He said both conferences were excellent.

He represented Teton County at the June 10 meeting of the Magistrate Commission.

Commissioner Riegel attended a housing presentation at Fort Hall. A speaker sponsored by the Idaho Housing & Finance Association spoke about the connection between economic development and building communities that include parks, recreation and art.

Chairman Leake attended the annual meeting of Idaho health districts in Coeur d’Alene June 8-9. The State contributes 18% of health district funding and three years ago recommended revising the formula used to allocate those funds to each of the seven health districts. Chairman Leake said a new formula was agreed to during this year’s meeting after much discussion. He is the newly elected Chairman of Eastern Idaho Public Health and will chair next year’s annual meeting which will be held in Idaho Falls.

● **MOTION.** Commissioner Riegel made a motion to approve the claims as presented, except for the travel reimbursement for Rick Henry which was rejected due to a lack of required documentation. Motion seconded by Commissioner Park and carried.

General .....	\$60,566.15
Road & Bridge .....	71,138.14
Court & Probation .....	5,836.98
Court-Restitution.....	4,674.24
Court-Bonds .....	500.00
Elections .....	5.93
Solid Waste .....	21,749.02
Weeds .....	3,225.33
Road Levy .....	27,686.43
E911 .....	3,762.16
Ambulance.....	39,684.97
Mosquito .....	20,865.50
Fairgrounds & Fair .....	15,030.67
Grants.....	48.03
<b>TOTAL.....</b>	<b>\$274,773.55</b>

**ELECTED OFFICIAL & DEPARTMENT HEAD MEETING**

Six elected officials (Commissioners Leake, Park and Riegel, Treasurer Beverly Palm, Clerk Mary Lou Hansen, Prosecutor Kathy Spitzer) and six department heads (Jenifer VanMeeteren-Shaum, Kristin Rader, Rob Marin, Holly Wolgamott, Renee Leidorf, Darryl Johnson) discussed issues of mutual concern.

**BUDGET WORK SESSION**

The Board reviewed the Clerk’s FY 2017 Budget Memo #3 (Attachment #7) and met with the following non-profit and governmental representatives to discuss their FY 2017 budget requests:

Targhee Regional Public Transit Authority (TRPTA), Amanda Ely	\$5,000
Teton Valley Foundation - Snowfest, Erica Linnell	\$3,000
Teton Valley Foundation - Kotler Ice Arena, Erica Linnell	\$30,000
Teton Valley Business Development Center, Brian McDermott	\$35,000
Teton Valley Food Pantry (Food Bank), Lisa Wagener & Sharon Froberg	\$6,500
Teton Valley Community Recycling, Jeanette Boner	\$10,000
Family Safety Network, Mark D'Amore	\$10,000
Community Resource Center, Megan O'Brien	\$9,000
Seniors West of the Tetons, Debra Parsons	\$6,000
Teton Valley Mental Health Coalition, Adam Williamson	\$5,000
American Legion (Veterans Memorial), Gary Henrie, 201-5450	\$7,263
Teton Valley Community Animal Shelter, Keith Gnagey	\$10,000
City of Driggs (Fireworks), Doug Self	\$5,000
Teton Valley Hispanic Resource Center (Juanita Flores)	tbd

The Board thanked everyone for the information provided and said funding decisions would be made within the next few weeks.

## **EXECUTIVE SESSION**

● **MOTION.** At 3:40 pm Chairman Leake made a motion for Executive Session to discuss personnel and indigent matters pursuant to IC 74-206(1)(b)&(d). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 4:03 pm.

● **MOTION.** Commissioner Park made a motion to deny indigent case 1T-2016-10004 due to a lack of cooperation. Motion seconded by Commissioner Riegel and carried unanimously.

## **SOLID WASTE FEE**

Assessor Bonnie Beard answered questions about the characteristics of various property types included in property categories tracked by her office (Attachment #8). The Board said two major revenue sources fund the solid waste facility: (1) "Tipping Fees" are paid by persons using the facility; and (2) "Solid Waste Fees" (SWF) are paid by all property owners in order to have the facility available and in compliance with all regulatory and post-closure requirements.

Chairman Leake said every property owner benefits from having a solid waste facility but that residents benefit from having it open five days per week. He proposed that parcels with bare land pay 1/5 of the total SWF and parcels with improvements (buildings) pay 4/5 of the total SWF. He also proposed that three types of parcels pay no SWF: waste land, common areas, and tax exempt.

Commissioner Riegel said every property owner should pay a SWF. She agreed that some type of gradation would be reasonable.

Commissioner Park suggested that every commercial building and livable structure be charged the same SWF in order to raise the entire non-capital portion of the solid waste budget and that vehicles with local license plates pay zero tipping fees. He said out-of-county vehicles should be charged a tipping fee large enough to collect the funds needed for capital improvements.

Commissioner Riegel said eliminating the tipping fee for local residents would remove the financial incentive for waste reduction and recycling. She prefers letting people who produce waste pay more of the costs associated with the County's solid waste operation.

In order to facilitate a future discussion, the Board asked the Public Works Director to calculate the base cost for having the solid waste facility available and staffed five days per week, along with the costs that should be covered by tipping fees. They asked Assessor Beard to provide parcel counts for the various property categories.

● **MOTION.** At 5:21 pm Chairman Leake made a motion to recess the meeting until 10:00 am on Tuesday, June 14. Motion seconded by Commissioner Riegel and carried.

## **MINUTES: June 14, 2016 continuation of June 13 meeting**

Chairman Leake called the meeting back to order at 10:12 am.

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

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

## **PLANNING & BUILDING DEPARTMENTAL STRUCTURE**

On May 31 the Board initiated the process to obtain Building Administrator and Planning Administrator job descriptions and pay grade rankings. Andrea Fogelman of BDPA, the County's human resource consultant, evaluated the documentation and provided a Job Valuation Recommendation in which she recommended grade 11

for the Planning Administrator but requested additional clarification before making a recommendation regarding the new Building Administrator position (Attachment #9). The Board had arranged a conference call with Ms. Fogelman today in order to discuss the positions in more detail.

The Board described their vision for the re-organized planning and building departments and the duties they envisioned for the new Building Department Administrator. Those departments have previously been combined under a single administrator. Ms. Fogelman asked questions and shared her knowledge, perspectives and ideas. Commissioner Riegel said the Board had not yet decided to permanently separate the departments and should make the best decision for the long-term. Ms. Fogelman agreed to provide additional job descriptions and valuation recommendations based upon the clarification she received during the conference call.

The County has received seven applications for the Planning and Building Administrator position which has been advertised since the previous administrator resigned.

## EXECUTIVE SESSION

- **MOTION.** At 12:33 pm Chairman Leake made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(a). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 12:44 pm.
- **MOTION.** Chairman Leake made a motion to restructure the Planning and Building Department into two separate departments. Motion seconded by Commissioner Park and carried unanimously.
- **MOTION.** At 12:55 pm Chairman Leake made a motion to adjourn. Motion seconded by Commissioner Park and carried.

\_\_\_\_\_  
Bill Leake, Commissioner

ATTEST \_\_\_\_\_  
Mary Lou Hansen, Clerk

Attachments: #1 Public Works update  
#2 Planning, Recreation & Weeds update  
#3 BPA power lines  
#4 Fin & Feather B&B Zone Change & Conditional Use Permit applications  
#5 Staff report regarding Fin & Feather applications  
#5a Written decision regarding Fin & Feather zone change & CUP  
#6 Communications Update  
#7 Clerk's FY 2017 Budget Memo #3  
#8 Teton County Property Category listing  
#9 BDPA Job Value Recommendations for Building Administrator and Planning Administrator

# Board of Teton County Commissioners

## MINUTES: June 20, 2016

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

### Monday, June 20, 2016

Time	Fund & Dept. #	Budgets	Name
09:00 AM	1-23	GIS	Rob Marin
09:15 AM	1-06	Coroner	Tim Melcher
09:30 AM	27	Weeds	Amanda Williams & Darryl Johnson
09:45 AM	2, 33, 43, 86-2	Road & Bridge	Darryl Johnson, Clay Smith
11:15 AM	1-08, 86-30	Public Works	Darryl Johnson
11:45 AM	1-09, 1-17, 1-31	Facilities	Darryl Johnson, Jay Millin
12:30 PM	LUNCH		
01:00 PM	1-24	Recreation	Sven Taow, Kristin Rader
01:30 PM	1-21	Planning	Kristin Rader
02:00 PM	1-22	Building	Wendy Danielson
02:30 PM	6-02, 90	Juvenile Probation	Renee Leidorf
03:00 PM	6-01	Court	Mary Lou Hansen
04:15 PM			
04:30 PM	1-02	Assessor, Revaluation	Bonnie Beard

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

**OTHER ELECTED OFFICIALS PRESENT:** Clerk Mary Lou Hansen, Assessor Bonnie Beard, Coroner Tim Melcher

Chairman Leake called the meeting to order at 8:37 am.

Clerk Hansen reviewed her FY 2017 Budget Memo #4 and gave a brief overview of the first draft budget, which shows a shortfall of \$875,000 within funds receiving general property tax dollars (Attachment #1).

### EXECUTIVE SESSION

● **MOTION.** At 8:49 am Chairman Leake made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(a). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 9:12 am.

### FY 2017 BUDGET

**GIS** Manager Rob Marin said his budget is lower due to the completion of the three-year parcel editing project. He is requesting funding for updated aerial imaging to be flown in September. He plans to teach the Assessor's staff how to assign new addresses and will work with IT staff regarding troubleshooting problems on the GIS website.

**CORONER** Tim Melcher said he has received no salary adjustments for several years and described the certifications and training that makes him well qualified for the position. He said Ada County employs the only forensic pathologist in the state.

**WEED SUPERINTENDENT** Amanda Williams said accurately predicting her FY 2017 budget was difficult since this is the first year that County personnel are spraying. She expects chemical costs to increase because she is using a more effective, less toxic, but more expensive chemical for weed control this year.

**ROAD & BRIDGE.** The Board reduced several line items in the Fund 2 budget, including the Capital budget for a Victor gravel pit and the aggregate (gravel crushing) budget. They added a \$50,000 line item in order to update the County's Transportation Plan, but hope to receive a grant for the project. Widening and re-building W6000S is the next major road levy project. A lack of sufficient funding will probably require phasing of the work; impact fees may be available to help pay a portion of the cost.

**PUBLIC WORKS.** Director Darryl Johnson said he no longer needed an intern so had reduced his 01-08 budget accordingly. The Board discussed the proposed Parks & Recreation Grant Fund budget and plans to purchase 80-acres on the Teton River near the Bates Bridge for \$720,000. The County has received a \$220,000 grant from the Idaho Department of Parks and Recreation and anticipates receiving \$300,000 in additional grants and/or donations. The Board decided to use Federal PILT dollars received in FY 2016 and FY 2017 to pay the County's share of the purchase price.

**FACILITIES.** The Board reviewed the budget requests submitted by Facilities Manager Jay Millin and made several modifications. They asked Mr. Johnson and Mr. Millin to discuss the security camera and swipe card door lock systems with the IT Administrator in order to determine who should be responsible. Mr. Millin will become responsible for maintenance of the County administrative vehicle next year.

## **EXECUTIVE SESSION**

● **MOTION.** At 12:15 pm Chairman Leake made a motion to recess the meeting for lunch and to reconvene in Executive Session at 12:40 pm in order to discuss personnel matters pursuant to IC 74-206(1)(b). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 1:17 pm.

**RECREATION.** The Board discussed whether to make the current part-time position into a 40-hour per week job and whether to increase the Recreation Coordinator's hours for the remainder of FY 2016. Commissioner Park suggested eliminating the entire \$72,000 budget. The Board decided to reduce the proposed hours for FY 2017 to 30 hours per week.

**PLANNING.** The personnel budget will be determined after the departmental reorganization plan is complete. Interim Administrator Kristin Rader said a Compliance Officer was a critical need. The Board discussed the \$50,000 budget proposed for updating the county's Capital Improvement Plan and impact fee ordinance, plus development of a fiscal impact tool per Article 13 of the Land Use Code.

**BUILDING.** The personnel budget will be determined after the department reorganization is complete. However, the new building inspector position will be deleted per recommendation of Building Official Tom Davis. Interim Building Administrator Wendy Daniels said she and Mr. Davis should be able to handle the workload during the upcoming year without additional help. However, since Mr. Davis is frequently out in the field, the Board discussed possible strategies for keeping the office open when Ms. Daniels was absent.

**JUVENILE PROBATION** officer Rene Leidorf reviewed her budget request, which contained no significant changes. However, she said a lack of State and Federal clients at 5C Juvenile Detention may require an increase in the County's annual payment to fund operations at that facility. More details will be available after July 12.

**COURT.** Clerk Hansen said the County would receive \$25,000 from the State during FY 2017 to help cover costs related to public defense. She distributed a list of hourly rates paid to conflict Public Defenders and the Board decided that Teton's \$60 rate should be increased to \$70.

**COMMISSIONERS.** The Board approved a \$1,500 training budget for Executive Assistant Holly Wolgamott, along with annual dues for two of her professional organizations. They agreed that the Acella agendas, minutes and streaming software modules would be worthwhile and added a \$3,000 line item to purchase any necessary iPads or computers. The Acella costs will be split between the Commissioners and Planning department budgets.

**CLERK & ELECTION.** Clerk Hansen described the need for additional staff hours in the Clerk, Auditor, Recording office. She said the Plat copier/scanner is currently working well, but will cost \$9,500 to replace if it fails because parts are no longer available. She expects the November Presidential Election to be very busy, but foresees no need to increase her election budget.

**GENERAL.** The Board reviewed the “General” department within the General Fund budget and made tentative decisions regarding non-profit funding. They discussed the feasibility and wisdom of spending some of the annual \$70,000 rental payment received from Teton Valley Health Care rather than continuing to save all of the funds for future possible hospital-related expenses.

**ASSESSOR** Bonnie Beard reviewed her budget request which included additional staff and contract appraiser time related to the new construction workload. She said her Senior Deputy Assessor recently resigned and obtained Board approval to promote her DMV Clerk to Senior Deputy Assessor at 91% of the market rate and to temporarily hire a former employee at 96% of the Deputy Assessor rate.

### **EXECUTIVE SESSION**

● **MOTION.** At 4:55 pm Commissioner Riegel made a motion for Executive Session in order to discuss personnel matters pursuant to IC 74-206(1)(b). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 5:16 pm.

● **MOTION.** At 5:16 pm Commissioner Park made a motion to adjourn, seconded by Commissioner Riegel and carried.

\_\_\_\_\_  
Bill Leake, Commissioner

ATTEST \_\_\_\_\_  
Mary Lou Hansen, Clerk

Attachments: #1 Clerk’s Budget Memo #4



208-354-8780 (FAX: 354-8410)  
clerk@co.teton.id.us

150 Courthouse Drive #208  
Driggs, Idaho 83422

**Teton County Clerk**

June 23, 2016

TO: Commissioners

FROM: Clerk

SUBJECT: Job Description Reviews, Salary & Hiring Policies

We have received the attached memo from BDPA consultants regarding their evaluation of the Assessor, Clerk and Treasurer Chief Deputies. Please let me know how you'd like to respond to Ms. Fogelman's request for policy direction regarding BDPA's evaluation of the jobs.

It has come to my attention that the Recreation Planner/Coordinator position was drafted and evaluated by the Planning Administrator without ever being reviewed by BDPA. If you intend to continue staffing this position, I recommend that the job description be submitted to BDPA for review.

Recent conversations have made me realize that you may not be familiar with County policies regarding salaries and hiring so I have attached the policies for your information.



C.L. "Butch" Otter, Governor  
Megan Ronk, Director

June 09, 2016

Honorable Bill Leake  
Commissioner  
Teton County  
150 Courthouse Drive  
Driggs, ID 83422

Dear Commissioner Leake,

Congratulations! The Teton Valley Business Development Center has been chosen to receive an Idaho Department of Commerce (Department) Rural Idaho Economic Development Professional (EDPRO) grant in the amount of \$27,500.

The enclosed grant agreement sets forth the terms and conditions of the grant. I would particularly like to draw your attention to Article 11 Performance Goals & Reporting, as well as Appendices A- Scope of Work, B – Performance Goals and C - Sustainability. Your organization is required to establish the program scope of work, as well as performance and sustainability goals. The Department's intention is to allow each EDPRO and their organization to set these goals based upon the local area needs.

The scope of work, performance and sustainability goals are required to be set **no later than October 15, 2016**. Failure to set goals by the deadline may result in repayment of funds distributed and/or termination of future funding. The Department is available to facilitate a goal setting session if needed and may establish additional performance measures at its discretion.

Should these terms and conditions be acceptable to you, please sign and date the grant agreement and return it by July 1, 2016. Electronic versions can be sent to: [cindy.lee@commerce.idaho.gov](mailto:cindy.lee@commerce.idaho.gov).

If your organization requires original signatures, send a signed hard copy to:

Cindy Lee  
Grants & Contracts Manager  
Idaho Department of Commerce

Post Office Box 83720  
Boise, Idaho 83720-0093

We are excited that your organization has chosen to invest in Idaho's economic future and we look forward to working with you over the coming year.

Sincerely,

  
Megan Ronk  
Director

cc. Jerry Miller, IDC  
Randy Shroll, IDC



RURAL IDAHO ECONOMIC DEVELOPMENT PROFESSIONAL GRANT  
STATE OF IDAHO – DEPARTMENT OF COMMERCE  
AND  
TETON VALLEY BUSINESS DEVELOPMENT CENTER (TVBDC)

This Rural Idaho Economic Development Professional grant agreement ("Agreement") is entered into by and between the Idaho Department of Commerce ("Department"), Department and Teton Valley Business Development Center ("Grantee"), Grantee for the purpose of providing the grantee with funding support for the Rural Idaho Economic Development Professional Program ("EDPROs").

WHEREAS, the State of Idaho and the Department desire to promote and facilitate economic growth by providing full service economic development services to rural communities in Idaho by providing a performance based EDPROs program through the Idaho Rural Initiative.

WHEREAS, the Grantee intends to deliver locally based, full service economic development services to rural communities across the State of Idaho that include, but are not limited to, business recruitment, business expansion, business retention, business start-ups and support for the Department's programs and initiatives.

WHEREAS, the Grantee submitted a satisfactory EDPROs grant application ("Application") to the Department on April 13, 2016.

WHEREAS, the Department reviewed and approved the Application on May 17, 2016

NOW THEREFORE, in consideration of the forgoing and the mutual promises and covenants herein contained, the parties agree as follows:

**1. Term.** This Agreement shall be effective as of July 1, 2016, or upon signature by both parties, whichever is later, and shall remain in effect until June 30, 2017, or until terminated by the Department pursuant to the terms herein, whichever occurs first.

**2. Options Years.** None.

**3. Grant Amount.** The amount of assistance awarded under this Agreement is \$27,500. The Grantee and their partners agree to provide \$52,750 in matching funds as identified in the Grantees application # 001001.

**4. Ongoing Funding Assistance.** It is the Department's expectation that the Grantee's dependence upon EDPROs funding will diminish over time. The Department reserves the right to award subsequent Agreements with funding levels that may vary from the prior Agreements.

**5. Allowable Costs.** The use of EDPROs funds is limited to the salary and benefits of the full time professional hired to carry out the intent of the program as described in Appendix A – Scope of Work. Funds may also be used for the professional services of a

contractor to execute the scope of work on a contractual basis.

**6. Unallowable Costs.** EDPROs funds may not be used for any purpose other than described in Article 5 – Allowable Costs, including any administrative expenses incurred by the Grantee or its partners. Funds may not be used to parcel out contracted services on a single task basis. (For example, funds may not be used to contract for a website or a project engineer, etc.)

**7. Matching Funds.** Matching funds may be cash or in-kind used for salary, benefits or other expenses associated with the Grantee's EDPROs program.

**8. Office Requirements.** The Grantee will provide for all necessary operational expenses associated with fulfilling the intent of this agreement. These expenses include, but are not limited to: professional office space, telephone, computer and internet access, office equipment, clerical support, travel expenses sufficient to provide for travel within the area, the state and to out-of-state marketing opportunities or trainings, and funds to develop marketing materials for the area.

**9. Governance.** The Grantee will establish a local board to direct the activities of the economic development professional hired under this Agreement. The Grantee and its Board will assume direct responsibility for fundraising. It is expected that quorum of the voting board members will meet no less than once per every other month (6 times per year). The Department will be granted "ex-officio" status with all rights and privileges afforded to board members. The Department representative will abstain from voting but will fully participate in the hiring and evaluation of staff paid for with Department funds.

**10. Notice of Open Position.** Grantee agrees to notify the Department within seven (7) days in the event the EDPRO position becomes vacant. The Grantee will do everything possible to fill the vacant position within forty-five (45) days. In the event the position cannot be filled, and the grantee has received payment, a pro-rated portion of the grant may be re-payable for the time the position was vacant. Repayment will be at the discretion of the Department.

**11. Performance Goals & Reporting.** The Grantee, in cooperation with the Department, will establish a set of performance goals. These goals are articulated in Appendix B – Performance Goals & Reporting.

The Grantee shall submit a monthly progress report to the Department. The progress report shall address performance results for the reporting month. The progress report is due on the 15<sup>th</sup> of each month, except for May, when a final report is submitted.

The Grantee will submit an annual report due by May 1 of each year of the Term. The annual report shall document revenues, expenses, matching fund expenditures and a progress report narrative detailing the successes and challenges of the prior year.

Each report shall be in the format in Appendix B – Performance Goals & Reporting.

**12. Sustainability.** It is anticipated that the grantee will, over time, become self-sustained. The Grantee's sustainability goals are as per Appendix C – Sustainability.

**13. Compliance with Law.** The Grantee shall comply with all requirements of federal, state and local laws, rules, and regulations applicable to the Grantee or to the services performed by the Grantee pursuant to this Agreement.

**14. Department Engagement.** The Grantee acknowledges the Department's right to independently contact, communicate with and engage residents, businesses, elected officials and other organizations residing in the Grantee's area of operation. Grantee interference with the aforementioned may constitute cause for termination in accordance with Section 19 Termination, of this agreement.

**15. Payments.** Payments will be made to the Grantee in two equal installments. A first installment of 50% may be requested at any time after July 1. A second installment of 50% may be requested at any time after December 31. Provided the Grantee is compliant with all reporting and performance requirements the payment will be released.

**16. Non-Performance.** In the event that the Grantee is deficient in reporting, performance or fundraising benchmarks the Department shall notify the Grantee in writing of the deficiency and request the Grantee to correct the deficiency within 30 days. If the Grantee fails to respond within 30 days or to sufficiently address the deficiency within 45 days, then the Department may withhold payment pending the correction of any deficiencies. If the Grantee fails to meet the performance requirements, following all notice and cure periods described in this section, for six (6) consecutive months, then the Department may terminate this Agreement.

**17. Amendments.** The Agreement may not be released, discharged, changed, extended, modified, subcontracted or assigned in whole or in part (collectively, an "Amendment") except to the extent provided by a written instrument signed by the Grantee and the party authorized to bind the Department. Persons authorized to bind the Department are the Director of the Department, currently Jeff Sayer, and his Chief of Staff, currently Megan Ronk. No other Department employee is authorized to accept modifications or additional terms to the Agreement.

**18. Termination.** The Department shall have the right to terminate this Agreement, in whole or in part, any time whenever it is determined that the Grantee has failed to comply with the conditions of the Agreement or the funding for the program supporting the Agreement is reduced or eliminated.

The Department may cancel this Agreement at any time with or without cause upon ten (10) days written notice to the Grantee specifying the effective date of termination.

The Grantee may cancel this Agreement at any time with or without cause upon thirty (30) days written notice to the Grantee specifying the effective date of the termination.

In the event that the Grantee terminates the Agreement and is in good standing at the time of termination, a prorated share of Department funds shall be retained by and/or repaid to the Department. If the Grantee is not in good standing at the time of termination then all Department funds may be subject to repayment.

**19. Relationship of Contracting Parties.** It is distinctly and particularly understood and agreed between the parties that the Department is in no way associated or otherwise connected with the performance of any service under this Agreement on the part of the Grantee or with the employment of labor or the incurring of expenses by the Grantee. The Grantee is solely and personally liable for all labor, taxes, insurance, required letter of credit and other expenses, except as specifically stated herein, and for any and all damages in connection with the operation of this Agreement, whether it may be for personal injuries or damages of any other kind. The Grantee shall not imply, represent, or claim to be an officer or employee of the Department or the state of Idaho. The Grantee shall exonerate, indemnify, defend, and hold the Department and the state of Idaho harmless from and against and assume full responsibility for payment of all federal, state, and local taxes or contributions imposed or required under unemployment insurance, social security, worker's compensation, and income tax laws with respect to the Grantee or Grantee's employees engaged in performance under this Agreement. The state of Idaho and the Department do not assume liability as an employer. Further, the parties do not intend for this Agreement to create any third party beneficiaries.

**20. Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto and shall supersede all previous applications, proposals, oral or written, negotiations, representations, commitments, and all other communications between the parties.

**21. Headings.** The headings have been inserted for convenience solely and are not to be considered when interpreting the provisions of this Agreement.

**22. Counterparts.** This agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

*[End of text; signatures and exhibits follow]*

STATE OF IDAHO  
DEPARTMENT OF COMMERCE  
DIRECTOR  
MEGAN RONK

TETON COUNTY  
COMMISSIONER  
BILL LEAKE

  
Signature

\_\_\_\_\_  
Signature

6/9/16  
Date

\_\_\_\_\_  
Date

**NOTE: DO NOT EXECUTE WITHOUT THE BELOW APPROVALS**

Reviewed and Approved

  
Cindy Lee  
Grants & Contracts Officer

6/8/16  
Date

## Appendix A – Scope of Work

The following are recommended components for inclusion in the Scope of Work. This is not a comprehensive list nor is every component required. Each Rural Economic Development Professional Program will develop its own Scope of Work based on its priorities.

**A-1 Business Recruitment or Business Attraction**, including, but not limited to: responding to regional and state Requests for Information (RFIs) or Requests for Proposals (RFPs) from site selection consultants or companies considering expanding into Idaho/region; at its discretion, participating in trade shows or other promotional efforts

**A-2 Business Retention & Expansion**, including, but not limited to: establishment of a business visitation program to identify the current and projected needs of top employers in the organization's service area and the measures to be taken to assist them thereafter; identifying expansion opportunities and business financing needs and making appropriate referrals as necessary

**A-3 Business Start-up Assistance/Entrepreneurial Development**, including but not limited to: identifying sources of technical and financial assistance for entrepreneurs and making appropriate referrals as necessary

**A-4 Industrial and Business Development**, including, but not limited to, the organization's involvement in: infrastructure improvements, including broadband deployment; development or expansion of industrial parks, business parks, maker spaces or fabrication labs; and the establishment or support of urban renewal agencies, as relevant; and identifying financing

**A-5 Community Development**, including, but not limited to, the organization's involvement in: community redevelopment; participation in the Main Street Program; downtown or commercial sector beautification or preservation projects; restoration or improvement of blighted areas; and the development or promotion of other important community amenities, as relevant; and identifying grants

**A-6 Workforce Development and Education**, including, but not limited to, the organization's involvement in: establishing and maintaining connections among the Idaho Department of Labor, employers, educators, workforce development centers, and current and prospective employees; recruiting and/or retaining workers; marketing the area to attract workers;

**A-7 Property Identification and Development**, including, but not limited to: identifying and listing available industrial parks, buildings and properties for sale and lease on Gem State Prospector and other by other means; networking with urban renewal agency board members and executives, property owners, real estate professionals and developers;

**A-8 Marketing**, including, but not limited to, the organization's involvement in: promoting the organization, the area, available workforce, prominent companies and industries; website development and maintenance; use of social media; in areas

heavily reliant on tourism and hospitality industry, participation in the Idaho Tourism and Recreation Conference may be helpful; holding annual meetings; publishing and distributing annual reports, quarterly newsletters; actively networking

**A-9 Staff Professional Development and Board Training and Development,** including, but not limited to: participation in the Idaho Economic Development Association educational conferences; attendance at Northwest Community Development Institute annually; considering PCED certification; identification of topics for board training and development to be covered by Idaho Department of Commerce liaison staff or other subject matter experts, such as the Idaho Nonprofit Center; participation in Idaho Department of Commerce community forums and webinars

**A-10 Membership Development and Fund Raising,** including, but not limited increasing private sector participation in organizations dominated by the public sector; some consideration should be given to improving public sector (local and county government) participation in organizations dominated by businesses; actively networking

## Appendix B – Performance Goals & Reporting

**B-1 Marketing Plan** – Create a comprehensive marketing plan that includes: objectives, deliverables, site ready properties, timelines, desired outcomes, strengths/weaknesses analysis, involved businesses and community members.

**B-2 Business Attraction.** Report on contact with established businesses currently not operating in your area who might be considering expanding into or relocating to one of your communities.

**B-3 Business Expansion.** Report on contact with established businesses currently located in your area, who are considering expanding their payroll, facilities or operations in one of your communities

**B-4 Business Retention.** Report on assistance provided to established businesses considering closing its doors or moving out of your area

**B-5 Business Start Ups.** Report on assistance provided to new businesses considering start up in your community.

**B-6 Community Development.** Report on any grants, infrastructure projects or community improvement initiatives like community reviews, Main Street, Facelift, events or other projects.

**B-7 Gem State Prospector.** Report the number of properties uploaded.

**B-8 Jobs.** Report on number of jobs being created, added to the payroll or saved through retention.

**B-9 Capital Investment.** Report on the amount of CAPEX the company is investing into the project. This investment may be in the form of cash, loan, bond or mortgage etc.

**B-10 Board Training and Development.** Enter the training taken

**B-11 Staff Professional Development.** Enter the training taken

**B-12 Private Participation.** Enter any action taken.

**B-13 Fundraising.** Enter the action taken

**B-14 Self-sustainability.** Report on progress towards self-reliance

## Appendix C -- Sustainability

**C-1 Board Training and Development.** The Board will participate in a minimum of 2 trainings conducted by the Department and/ or its partners.

**C-2 Staff Professional Development.** Staff paid for by grant funds will participate in a minimum of 2 trainings conducted by the Department and/or its partners.

**C-3 Private Participation.** The Grantee will engage in activities to increase private sector participation in all aspects of the organization. This standard may include both prescribed activities and board membership quotas.

**C-4 Fundraising.** The Grantee and its board will do all possible to raise funds above and beyond the minimum match required.

**C-5 Self-sustainability.** It is expected that the Grantee will reduce its reliance on EDPROs funding with a goal of complete self-reliance.



June 15, 2016

Dear County Commissioners,

In regards to the attached request for matched funding, it would benefit us if we were able to receive these funds prior to June 30, 2016. I know that this is short notice, but wanted to let you know that any local government funding we received is matched by the state if received before the end of our fiscal year June 30, 2016.

Thank you for your time, consideration and continued support.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Bagley".

Lynn Bagley  
Chairman TSCD



June 8, 2016

Dear Teton County Commissioners,

Teton Soil Conservation District and Friends of the Teton River have a shared interest in improving agricultural business practices and returns, while reducing soil erosion, improving water quality, and meeting Total Maximum Daily Load targets in the Teton River and its tributaries.

In recognition of this shared interest, FTR and TSCD have designed an on-farm demonstration and research project, and will work together with other project partners to analyze economics, soil moisture, soil chemistry, and water quality. Our goal with this project is to demonstrate that full-season cover crops, combined with conservation tillage can be effectively used in Teton County to improve farm productivity, soil moisture, and water quality in 303(d) listed streams.

This is a program that will benefit our natural resource, the Teton River and also benefit the agro-economy in Teton County. During the process of fundraising for this project we have received the following donations/grants from various donors:

1% of the Tetons	\$ 5,000
Community Foundation	\$ 5,000
Teton Springs Foundation	\$ 5,000
Donald C Brace Foundation	\$20,000
Various Private donations	<u>\$ 2,500</u>
Total Raised	\$37,500

Our goal and cost of the no till drill is \$42,500; leaving \$5,000 yet to be raised for the purchase of the No Till Drill. Teton Soil Conservation District is willing to match half of the remaining \$5,000 with \$2500 and is respectfully asking if Teton



County would be able to match with another \$2500. This would enable us to order and have the no till drill in our possession by the first of 2017, which is the projected start date for this project.

Also as another component to this project FTR the NRSC are writing a proposal requesting funding from the state USDA funds for a Cover Crop Program. This program if approved will provide our project ambassadors cover crop seeds at no cost to them, provide them support through this NRSC program and enable us to reimburse the producer for their loss of funds for those acres that are used in the demonstration and work project.

We will ask each ambassador to allocate a 10 acre plot for cover crop and no till experimentation. Currently we have our Teton County Supervisors that are eager to be a part of these programs. With your help we can make this happen by spring of 2017 at the latest.

We appreciate your time and consideration in this endeavor.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Bagley". The signature is written in black ink and is positioned above the printed name.

Lynn Bagley

Teton Soil Conservation Chairman



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**FROM:** County Executive Assistant, Holly Wolgamott  
**TO:** Board of County Commissioners  
**RE:** Communication Update  
**MEETING:** June 27, 2016

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1. Social Media Presence

- a. A social media check-in meeting will be held in early July with County social media contacts to evaluate how we can continue to improve our social media efforts. I'm happy to report that participation with the County's Facebook page continues to grow steadily. We are now up to 350 people following our page.

2. E-news Bulletin

- a. The June e-news bulletin was sent out on June 14<sup>th</sup> to Teton County subscribers (95 people) and employees (70 employees). Overall, 70% of people receiving the e-news bulletin are opening it. We have not had anyone unsubscribe to the publication. Suggested topics for the July e-news bulletin are as follows:

- Grant Awarded for Permanent Bathroom Facility at Horseshoe Trail Head
- Recycling Article with RAD
- START Bus/Transportation Article
- Noxious Weeds Update
- Important Dates

If you have suggestions for other articles, please let me know.

3. Employee Committee

- a. I now have representatives from all departments besides the Sheriff's office for the employee committee. I have sent out a request for our first meeting to be held the first week of July. I will keep you posted on how this progresses.

4. BoCC Priorities

- a. Priorities have been updated again and sent to you for your review. After approval, I will update the website.

5. Scheduled Time Off

- a. I would like to take a few days off in July to visit with family visiting from Texas. These are the dates I'm hoping to take off, with your approval: July 5<sup>th</sup> and July 13<sup>th</sup> – 15<sup>th</sup>.

## Status of Teton County Commissioners' Priorities

Updated [June 23, 2016](#)

In early 2015, the Board of County Commissioners (BoCC) established a list of priority projects and initiatives. This list continues to evolve as projects get completed and County needs change. We will update this list monthly to keep the public informed of the current work the BoCC is engaged in.

### General County Business

Improve Communications with Public - The BoCC has been implementing new strategies to enhance awareness of County business including this document, website updates, a Facebook page ([www.facebook.com/tetoncountyidaho/](http://www.facebook.com/tetoncountyidaho/)), press releases, and topic-specific Town Hall meetings. ~~The next Town Hall meeting is scheduled for August 8<sup>th</sup> at 6:30 pm, topic to be determined.~~ The BoCC has published ~~two~~<sup>three</sup> editions of an e-news bulletin. To view past editions of the bulletin visit: <http://www.tetoncountyidaho.gov/index.php> You may sign up to automatically receive future e-news bulletins here: <http://www.tetoncountyidaho.gov/enews.php>.

Formatted: Superscript

Intergovernmental Communications – The Chairman of the BoCC, along with the mayors of Victor, Driggs, and Tetonida have established ~~bi~~-monthly meetings to discuss issues that affect all jurisdictions. Each entity reports back to their respective organizations (BoCC and City Councils). Example topics include: affordable housing, public transportation, event planning/coordination, economic development, weed management, and code enforcement.

Animal Control – The BoCC has studied past proposals and engaged in ongoing discussions related to animal control and associated code enforcement. The sheriff's office responds to calls related to dogs at large and transports animals to the Teton Valley Animal Shelter but does not currently enforce local animal control ordinances. Consistent and effective enforcement of County ordinances is an issue the BoCC will be addressing in the next few months.

State Legislation - The BoCC is active in attending Idaho Association of Counties (IAC) conferences and engages with Idaho's state offices and legislators on important initiatives and legislation such as Medicaid expansion, road funding, education, economic development, affordable housing, liquor license reform, public lands, taxation, etc.

Grants – Working with ~~county~~<sup>County</sup> staff, the BoCC continues to seek out and apply for grants that can be used to leverage the ~~county's~~<sup>County's</sup> assets to support the following County plans: Comprehensive Plan, Economic Development Plan, Recreation & Public Access Master Plan, Transportation Plan, and Capital Improvement Plan.

### Emergency Management, Ambulance Service District

Emergency Management - The BoCC is actively engaged in emergency planning and preparedness. Teton County has an Emergency Management Coordinator who ensures that we have the capability to deal with potential emergencies in our area. ~~The County recently hosted a drill with 14 partnering agencies that tested emergency response efforts for a potential major winter storm. In June, Teton County will also participate with our regional health district in the national Cascadia Rising exercise simulating a massive earthquake and tsunami affecting Washington and Oregon. We will practice setting up the regional mass care sheltering supplies in Driggs.~~ For more information on upcoming drills visit:

<http://www.tetoncountyidaho.gov/department.php?deptID=11&menuID=1>

Ambulance Service District - The County Commissioners also serve as the Board of Directors for the Ambulance Service District (ASD). For the past several years, the ASD has contracted with the Teton Valley Health Care (the hospital) to run the County's ambulance service. The hospital in turn had an agreement with the Teton County Fire Protection District (Fire District) to staff and operate two out of the three County ambulances. Because of the cost and redundancies in this scenario, the ASD decided to contract directly with the Fire District to operate all three ambulances. The transition of all ambulance service to the Fire District is expected to occur on August 1st and will result in an annual savings of approximately \$500,000.

#### **Planning, Building, Weeds, Recreation and Public Access**

New Land Use Code Based on 2012 Comprehensive Plan – Planning staff has been working with the Planning and Zoning Commission for the past 2 years to draft new land use codes and zoning maps for the county. The new land use codes and zoning maps are intended to meet the goals and policies outlined in Teton County's Comprehensive Plan. The website: [www.tetonvalleycode.org](http://www.tetonvalleycode.org) has the draft code and other information on this topic.

Noxious Weed Management and Enforcement – Teton County's Weed Superintendent has been working hard to implement a comprehensive weed management program for the county. The objective is to help property owners address their weed problems effectively through education and assistance, while reducing the need for County enforcement efforts. County roads and properties will be more closely monitored and controlled for weeds. Collaboration with other local, state, and federal agencies will also be enhanced. For more information, please visit:

<http://www.tetoncountyidaho.gov/department.php?deptID=36&menuID=1>

Recreation and Public Access – Teton County has hired a part-time staff person to begin the implementation of the Recreation and Public Access Master Plan that was approved by the BoCC in 2014. ~~One priority item is to create a website that will serve as a clearing house for recreation and public access opportunities in our county.~~ Several grant proposals were recently submitted to the Idaho Department of Parks and

Commented [HW1]: Should we talk about the website here since we don't know for sure what is happening with that position?

Recreation to protect and enhance public access points on the Teton River and Caribou-Targhee National Forest.

Comprehensive Plan Annual Report – The Comprehensive Plan requires an annual report that addresses the status of implementing the plan. To date, an annual report has not been prepared and presented. The BoCC has directed the Planning Administrator to prepare a report and present it prior to the end of September 2016.

Commented [HW2]: This is very unlikely to happen with the current situation in the planning dept. Should we change the date?

Code and Ordinance Enforcement – The BoCC has been actively involved in understanding the County’s land use and building codes, code enforcement efforts, and avenues for making sure our codes are applied in a fair and consistent manner. The Planning and Building Department is working to identify and address outstanding issues with properties that are out of compliance with the County’s current land use and building codes.

#### **Economic Development, Affordable Housing, Education**

Economic Development - Teton County is working with the cities and other local and state organizations to facilitate economic development in Teton Valley. For the past three years, the County has matched funds from Idaho Department of Commerce to create and support the Teton Valley Business Develop Center (TVBDC), which is the organization responsible for implementing Teton County’s Economic Development Plan ([http://www.tetoncountyidaho.gov/pdf/codePolicy/2013-0610\\_Adopting\\_May\\_2013\\_Economic\\_Development\\_Plan.pdf](http://www.tetoncountyidaho.gov/pdf/codePolicy/2013-0610_Adopting_May_2013_Economic_Development_Plan.pdf)). ~~The Recently, the~~ BoCC requested ~~and is now assisting with at that a~~ collaborative partnership between TVBDC, Chamber of Commerce, and the Geotourism Center be created. The three organizations are now consolidated into one entity called Teton Regional Economic Coalition (TREC). ~~is will allow~~ This consolidation will allow the three entities to pool resources and ~~consolidate~~join efforts to help existing businesses thrive while also supporting start-ups and relocations that will create more family wage jobs in Teton County.

Affordable Housing - The Teton County, Idaho section of the 2014 Western Greater Yellowstone Housing Needs Assessment (HNA) identified specific housing needs in our community. Recent trends have also pointed to diminishing housing stock and rapidly increasing costs for renting and building. The BoCC hired Navigate LLC, a Jackson-based housing consultant to help establish clear goals and objectives for a comprehensive housing program for Teton County while fostering collaboration with the cities of Victor, Driggs, and Teton. This project, to be completed this summer, will provide the foundation for re-establishing an efficient and effective Housing Authority that meets the unique needs of our community.

Extension Educator – The BoCC worked closely with the University of Idaho to fill the County Extension Educator position left open when Ben Eborn was promoted to Area

Extension Educator last spring. Victor resident, Jennifer Werlin, was hired by the university as the new County Extension Educator. Ms. Werlin's focus will be on providing leadership and educational programs associated with enhancing local agriculture and community food systems. She will also provide leadership and technical support for the Teton County 4-H Youth Development program.

Collaboration with Teton County School District - Members of the BoCC have been attending Teton County School District meetings, strategic planning sessions, and other community-based initiatives to collaborate on educational enhancement in Teton Valley. They will also be working directly with the school board to help inform the new facility bond measure to address the elementary school building deficiencies.

### Transportation, Road and Bridge, County Facilities

Public Transportation – The BoCC is working with Jackson/Teton County Wyoming to establish better communication and collaboration on the expansion of public transportation over Teton Pass. This is an area that will need considerable public input on ridership needs and barriers to use. The City of Driggs has already been planning for a public transit facility (building and parking) in town. ~~Currently, bid proposals are being solicited to refurbish the old Ford Garage to handle bus maintenance and storage. were received and are currently being reviewed. to help meet future transportation needs.~~

County Road Work Priorities for 2016 – The Road and Bridge Department presented their draft plan for the coming construction season during a Town Hall meeting on March 28<sup>th</sup>. If you were unable to attend the meeting you may view the entire report here: <http://www.tetoncountyidaho.gov/additionalInfo.php?deptID=20&pkTopics=530>

Packsaddle Road – A land owner/developer in the Packsaddle area (at and above Kay's Hill) is building a private road to access his properties. He has offered to donate the right of way to Teton County, if the County is willing and able to maintain this new road and abandon the old right of way. ~~The Public Works Director is reviewing financial implications to the County if this happened.~~ Public comments from two separate public meetings have been taken and reviewed. The BoCC ~~will hold~~ a formal public hearing on Monday June 13<sup>th</sup> ~~at 6:00 pm in the Commissioners Chambers at the courthouse in Driggs~~ to take further public comment on the proposed project. ~~Over forty people attended the meeting. Public comment presented prompted the need for a mitigation study to be completed before moving forward. The public hearing will be continued on June 28<sup>th</sup> at 9:00 am to explore findings of the study.~~ For full details on the project ~~and upcoming public hearing~~ please visit: <http://www.tetoncountyidaho.gov/additionalInfo.php?deptID=20&pkTopics=531>

Transportation Plan Update – The Road and Bridge Department will be updating the County's existing Transportation Plan to reflect the 2012 Comprehensive Plan goals as well as the Road Study Report that was completed in 2014. The BoCC realizes that

Commented [HW3]: We probably want to update this after the public hearing on the 28<sup>th</sup> to report a decision, if one is made. But, this is the current status now.

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there is a considerable backlog of road maintenance and improvements needed that exceed the County and state's current road improvement funding mechanisms. The BoCC has directed the Public Works Director to also update the road work priorities and look into additional sources of funding for road projects in the near term.

**Snow Plowing Criteria** – The BoCC is working with the Road and Bridge Department to develop and formalize an assessment tool for determining which roads should be plowed in the county and whether they should be on a regular plow route, an intermittent plow route, or no plow route. This will help ensure County equipment and resources are being used in the most efficient and effective manner.

**County Facilities and Equipment Assets Assessment** – The County has significant facility, equipment, and land assets that need to be managed and maintained. The BoCC hired a Facility Manager to ensure that these assets are being well taken care of now and in the future. In addition, the Facility Manager will be working on the Capital Improvement Plan, road work priorities, grants, and special projects related to public works.

**Capital Improvement Plan** – The current Capital Improvement Plan for the County is out of date and will be updated over the course of the next ~~few months~~year to reflect current County assets, growth projections, and future capital needs.

**Future Gravel Pit needs** – As Teton County continues to grow, we will need more gravel and fill for road work. Right now most of the gravel comes out of the Felt Pit, which is far from where most of the road work is being done. To determine specifically how much gravel and fill are anticipated will require a long range analysis of road work and material needs as part of the next update to the Teton County Transportation Plan. The Facility Manager will also be assessing options for other gravel resources –within the county.

### **Solid Waste Management**

**Complete Landfill Cap Monitoring Station** – The landfill cap rebuild required by Idaho Department of Environmental Quality was completed last year at a cost of about \$1.6 million. The new cap protects Teton Creek and the ground water from any contaminants that were disposed at the old Teton County Landfill. The County is now responsible for monitoring how effective the new cap is performing over the course of the next 30 years. If no moisture is migrating through the cap (as intended by the design and construction), then contaminants in the landfill cannot leach into the creek or ground water.

**Solid Waste Fee Refinement** – The BoCC is responsible for ensuring the county's Solid Waste Management System meets state and federal regulatory requirements. Counties are authorized by the state to collect both regulatory Solid Waste Fees and User ("tipping") Fees. Last year, the County restructured the Solid Waste Fee in accordance with State Statutes (Title 31, Chapters 8 and 44) in order to distribute the cost of

operating the county's transfer station to all property owners. The BoCC was considering refining the flat fee approach to a graduated scale in order to address open space, common area, well, farm, and park/pathway parcels. In December 2015, a lawsuit was filed challenging the County's statutory authority to assess a fee on parcels that do not have a building on them. Though the judge has made an initial ruling in the case, the lawsuit remains unresolved. In the meantime, a discussions of how the solid waste fee may be structured in the future ~~will take place at the regular BoCC meeting on Monday June 13<sup>th</sup> at 4:00 pm.~~ are taking place in fiscal year 2017 budget meetings.

Solid Waste Disposal System Long Range Plan - The BoCC is working with the Solid Waste Department to determine the long range needs associated with maintaining and expanding the capacity at the County's transfer station. By implementing long-term planning, we can make short-term investments that will slowly increase the County's ability to collect, sort, recycle, and dispose of trash that is generated in our county. There may also be a need to work with other counties in our region to plan for and potentially build a regulatory compliant landfill.

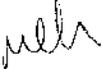


208-354-8780 (FAX: 354-8410)  
clerk@co.teton.id.us

150 Courthouse Drive #208  
Driggs, Idaho 83422

Teton County Clerk

June 23, 2016

TO: Commissioners  
FROM: Clerk   
SUBJECT: Credit Cards

Please consider approving five new credit cards for the individuals named below, pursuant to the County's Credit Card policy. The County's corporate credit card account is overseen by my staff.

The following employees currently borrow my credit card as needed, but we would prefer them to have their own card:

Amanda Williams, Weed Superintendent  
Jen Werlin, Extension Educator  
Patty Petersen, Fair Board Treasurer

The Planning & Building card in Jason Boal's name needs to be canceled and two new cards obtained for:

Kristin Rader, Planning Administrator  
Wendy Danielson, Building Administrator

**Credit Cards**

The County Clerk maintains a corporate credit card account for Teton County with US Bank in Driggs. This is the County's only authorized credit card account. The appropriate Elected Official or Department Head is responsible for retaining documentation about every charge made to their card. At the end of each month they must download their monthly statement from the US Bank website and submit a claim in time for approval during the Board's first meeting of the month. The claim should include copies of all charges listed on the statement. Submitting claims for payment without an attached monthly statement is not recommended.

Any Elected Official may obtain a personalized credit card by making a request to the Clerk. Any Department Head wishing to obtain a personalized card for himself, or for an employee, must first obtain Board approval. Such approval requires a written memo explaining why the credit card is needed. The memo must be signed by the responsible Elected Official or Department Head and submitted to the County Clerk for presentation to the Board. The Clerk will determine the credit limit for each card, provided that no card receives a limit greater than \$5,000 without specific Board approval.

Credit cards are used to reduce purchasing costs for the county. However, the convenience they offer can result in impulse purchases or abusive practices. Inappropriate or improper use of a county credit card may result in losing the card and its privileges. Depending upon the severity of the improper use, the employee may be subject to disciplinary action. It is the duty of the responsible Elected Official, Department Head or appointed Board to approve all credit card usage and to insure that this policy is followed.

A county credit card should be used only if there is no other alternative. A business charge account should be established if recurring purchases are made with the same vendor.

The procedures listed below must be followed when using county credit cards:

- Purchases of personal items, even with the intention of reimbursing the County, is strictly prohibited (see Idaho Code 18-5701).
- Payment of sales tax is to be avoided unless there is no other option available. (Counties are exempt from hotel room sales taxes if the bill is paid with a county credit card or via a direct bill account. A completed State Tax Commission lodging exemption form (ST-104-HM) is typically required.)
- Receipts and a monthly statement must accompany all claims and the purchases must be charged to the appropriate budget line item.
- A county credit card cannot be used to purchase gas for vehicles not owned by the county.
- The County will not pay annual fees, late fees, interest payments, or carrying charges for credit cards, unless such charges are caused by unusual, one-time circumstances. If any such charges are incurred they must be paid by the responsible Elected Official or Department Head. Annual fees for a gas-only card may be approved by the Board if requested.
- If necessary, credit card statements may be processed as "demand" payments in order to prevent late fees and interest charges. The prompt submittal of a claim after receipt of a monthly credit card statement will generally result in a timely payment. Demand payments of credit card statements should be a rare occurrence.
- All applicable purchasing procedures must be followed.