

Teton County Idaho Commissioners' Meeting Agenda
Monday July 25, 2016 8:30 am
150 Courthouse Drive, Driggs, ID – 1st Floor Meeting Room

8:30 AMBULANCE SERVICE DISTRICT MEETING CALL TO

ORDER – Bill Leake, Chair

1. Approve Available Minutes
2. Management Action Plan Update
3. Purchase of Ambulance
4. ASD Agreements
5. ASD's Transition Plan and budgets

5. Planning Department Hours

BUILDING – Wendy Danielson

1. Shared Building Services Update
2. Building Administrator & Building Official Job Descriptions
3. Vacation Request

9:30 BOARD OF COUNTY COMMISSIONERS' MEETING CALL

TO ORDER – Bill Leake, Chair

Amendments to Agenda

1:00 JUVENILE PROBATION OFFICER, Renee Liedorf

1. Quarterly Report

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

FEDERAL LAND RESOLUTION

1. Resolution and Letters of Support

2:00 ASSESSOR – Bonnie Beard

2:45 SHERIFF – Mitch Golden

1. Idaho Emergency Communications Commission 911 Grant

SOLID WASTE FEE FOR FY17 DISCUSSION

3:00 AMERICAN INSURANCE, Travis Argyle

PUBLIC WORKS – Darryl Johnson

1. Solid Waste
 - a. Equipment Operator and Weigh Master Positions
2. Road & Bridge
 - a. Fog Seal Schedule
 - b. Striping
 - c. Reconstruction on N6000W
 - d. Gravel Crushing
3. Engineering
 - a. Packsaddle Road Vacation Application
 - b. Cedron Road Widening Request for Information
 - c. Cache Bridge Repair Request for Information
 - d. W6000S Wetland Mitigation
4. Public Works
 - a. Teton County Weed Superintendent

3:30 TETON COUNTY ALL HAZARD MITIGATION PLAN RESOLUTION – Greg Adams

CLERK – Mary Lou Hansen

1. Update Personnel Policy to Allow PTO Carryover
2. PTO Carryover Request
3. Preparations for Murder Case
4. FY 2017 Budget, Clerk's Budget Memo #7

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

1. Approve Available Minutes
2. Other Business
 - a. GIS Cross Training Request
 - b. Executive Assistant Report
 - c. Teton County Board Appointments
 - d. Beer & Wine licenses, if any
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)(a) personnel matters, (d) indigent matters & (f) legal counsel

ADJOURNMENT

Upcoming Meetings

August 8 9:00 am Regular BoCC Meeting

August 22 9:00 am Regular BoCC Meeting

September 23 9:00 am Regular BoCC Meeting

August 8 6:00 pm Town Hall Meeting

September 12 9:00 am Regular BoCC Meeting

October 11 9:00 am Regular BoCC Meeting

Teton County Ambulance Service District Minutes: July 11, 2016

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

AGENDA

1. Approve available minutes
2. ASD Transition Plan
3. Fire-ASD Agreement
4. Management Action Plan Update

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel, Kelly Park

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

FIRE DISTRICT PERSONNEL PRESENT: Commissioners Kent Wagener and Jason Letham, Chief Bret Campbell

TETON VALLY HEALTH CARE PERSONNEL PRESENT: CFO Wesley White

Chairman Leake called the meeting to order at 8:34 am.

● **MOTION.** Commissioner Park made a motion to approve the minutes of June 27. Motion seconded by Chairman Leake and carried.

ASD Transition Plan. The Plan was reviewed (Attachment #1). Other than the defibrillator, there is no equipment on the ambulances that belongs to TVHC.

Fire-ASD Agreement. Since the current ASD-TVHC contract has been cancelled effective August 1, it cannot be "assigned" to the Fire District. Therefore, that contract has been modified as needed to reflect the new relationship between the ASD and Fire District. Everyone agreed that the "termination" clauses could be removed. Chief Campbell said the Fire Commissioners will review the proposed 2-month contract and make recommendations for additional changes if needed. A different agreement will be executed before October 1.

TVHC Management Action Plan. Mr. White reviewed the current status of items within the Plan (Attachment #2).

Item #10. The new Medical Director must be on TVHC medical staff and work in the hospital. Fire will select from list provided and ASD will prepare a contract between Fire, ASD, and Medical Director. Ideally, the new contract will be in place by August 1, but if that's not possible Fire's current Medical Director will continue to serve in that capacity.

Items #11 & 18. New agreements are being reviewed.

Item #14 & 15. ASD hopes to have an EMS Advisory Board in place by October 1.

Item #22. Equipment and radio lists have been prepared and Mr. White is working to determine the location of all the hand-held radios. The October 1 contract between ASD and Fire will specify which items of equipment will become Fire District property and which will remain with the ASD.

Mr. White predicted that the "hold harmless" amount will be close to the \$130,000 originally predicted. However, TVHC has a "reimbursable" unemployment insurance policy, which means the exact amount of

those costs will not be known until expiration of the time period for possible unemployment benefits. He said TVHC created a new Emergency Room Technician position to replace the personnel lost through the ambulance transition. Three EMTs have been hired in order to staff this position 12 hours overnight Monday-Friday and 24-hours on weekends.

Commissioner Park said there appeared to be many hidden costs and reminded the group that the Fire District had promised taxpayer savings of \$500,000. Chief Campbell said the Fire District had promised to use none of their “foregone” tax amount and that the savings would come from elimination of the ASD tax. Chairman Leake said the entire savings might not be realized the first year due to the need to purchase a new ambulance and to reimburse TVHC for their expenses related to the termination of so many employees.

● **MOTION.** At 9:34 am Commissioner Park made a motion to adjourn. Motion seconded by Commissioner Riegel.

Bill Leake, Chairman

ATTEST: _____
Mary Lou Hansen, Clerk

Attachment: #1 Ambulance Service District Transition Plan
 #2 TVHC Management Action Plan

Draft

Ambulance Service District Transition Plan July 20, 2016

Complete on or before August 1	
Purchase Defibrillator	Fire will purchase, ASD will reimburse
Re-distribute County EM equip located at Hospital	TVHC will inventory and then ASD will direct re-distribution of County-owned emergency management equipment located at hospital (radios, generators, light pole, etc.) <i>What if some hand-held radios are missing?</i>
Inventory medical equip items on ambulances	Will do August 1, ASD owns everything except 1 TVHC defibrillator
Execute 2-month Fire/ASD contract	Fire has reviewed, final version attached, need formal approval by ASD
Discuss plans to purchase new ambulance	ASD desires to purchase ambulance ASAP in order to receive Wyoming cost-share prior to terminating ASD/Wyoming contract
Learn "hold harmless" amount from TVHC	Partial amount known August 1, TVHC is a "reimbursable" employer, so remainder amount unknown until unemployment benefits expire
Complete on or before October 1	
Purchase new ambulance	Fire prepare specifications and obtain bids, ASD purchase
Execute Fire/ASD contract for FY 2017	The following topics have been mentioned during previous discussions, need to solidify what items should be covered by new contract: ownership of ambulances & QRU, Fire not utilize foregone taxes, Fire pay 25% of dispatch costs (in perpetuity?), payment for Medical Director (in perpetuity?), establish EMS advisory board, require future plan for Fire training at TVHC
Medical Director, 3-way contract	ASD will pay costs for FY 2017, what about future years?
Re-negotiate ASD contract with Wyoming	ASD prefers that Fire/Wyoming execute new contract; if ASD/Wyoming contract is updated, will need new payment calculation since ASD will no longer track operating costs
Public Hearing & FY 2016 Budget Opening for ASD	Need additional FY 2016 budget authority for defibrillator & hold harmless payment. Budget and remaining cash update attached. Will hold budget hearing August 22.

AMBULANCE SERVICE AGREEMENT

The Ambulance Service District (“ASD”) desires to enter into a contract to provide ambulance service to citizens and visitors within the Ambulance District and in the adjoining Wyoming lands. The ASD is therefore contracting for these services, as provided in this Agreement between the ASD and Teton County Fire Protection District.

This Ambulance Service Agreement (the “Agreement”) is entered into by and between Teton County Ambulance Service District (the “Ambulance District”) and Teton County Fire Protection District(Operator).

SECTION ONE: Obligation of Operator to Provide Emergency Medical Services and Ambulance Services.

1. Operator agrees to provide Emergency Medical Services (EMS) and ambulance services to the Ambulance District on the following terms and conditions:

- a. Operator will provide ambulance services to citizens within the boundaries of the Ambulance District (Teton County, Idaho), on the public lands surrounding the Ambulance District, and in the adjoining Wyoming lands on the west side of the Tetons, subject to agreement between Teton County, Wyoming Board of County Commissioners and Teton County Ambulance Service District Board of Commissioners. Operator agrees to comply with all duties, terms and conditions of the current agreement and similar successor agreements between Teton County, Wyoming and Teton County Ambulance Service District. The current agreement between Teton County Wyoming and Teton County Ambulance Service District is attached hereto and incorporated herein.
- b. All consumable medical supplies will be provided by Operator.

2. Provision of Ambulance Service.

- a. Staffing. Operator will establish and maintain a schedule of qualified emergency medical personnel that are available to operate the ambulance service around the clock each day of the year (24/7/365). Two Advanced Life Support ambulances will be staffed at all times. One of these ambulances will be based in Victor and one in Driggs.
 - (1) There shall be available a minimum of two (2) ALS level ambulances with at least one paramedic per ambulance to provide emergency medical services at all times; and the requirements of Idaho Code § 56-1016 shall be met at all times.
 - (2) In addition to the above, there shall be at least one (1) additional crew member on each ambulance for emergency response, patient transport, or transfer, with the crew member delivering patient care being, at a minimum, a licensed emergency medical technician (EMT) - Basic level (Idaho Standards) or higher level. Operator shall have a twenty-four (24) hour dispatch arrangement and shall respond to calls on a twenty-four (24) hour basis.
 - (3) Operator will provide emergency patient transfer services, on a 24/7/365 basis. This crew will also be available to support Search and Rescue call-outs and other multi-casualty incidents as needed.

- b. Vehicles and Equipment. The vehicles required to provide EMS services outlined in this agreement shall be four (4) ambulances. The Ambulance District shall furnish said ambulances for the use of Operator. The ambulances shall be equipped by the Ambulance District to at least the minimum standard set by the State of Idaho, Department of Health and Welfare, Bureau of Emergency Medical Services. Further, the ambulances shall be equipped to Alaska Standards for cold weather emergencies.
- c. Billing and Collection. Operator shall be responsible for billing and collecting fees for all EMS services rendered by Operator.
- d. Regulatory Compliance. Operator shall be responsible for ensuring that ambulance service complies with, and is provided in accordance with, all Federal, State, local and any other applicable laws and regulations.
- e. Medical Direction. Operator shall provide a licensed, privileged Medical Doctor to serve as Medical Director for the ambulance service.
- f. Insurance. Operator will ensure that all staff providing the described services shall have appropriate medical liability insurance, including HIPAA coverage
- g. Non-Transferable. This Agreement shall not be assigned or transferred by Operator without the express written permission of the Ambulance District.

SECTION TWO: Obligation of Teton County Ambulance Service District.

1. Ambulances and Equipment.

- a. It shall be the responsibility of the Ambulance District to provide all necessary ambulances and equipment to be utilized by Operator in the provision of emergency medical services.
- b. All ambulances and equipment will be supplied at least at the minimum EMS service level (Paramedic) as required by the State of Idaho, Department of Health and Welfare, Bureau of Emergency Medical Services; and as required by the local scope of practice as determined by the Medical Director and/or Director of the Emergency Department at TVHC.

2. Ambulance and Equipment Maintenance.

- a. Equipment. It shall be the responsibility of the Ambulance District to pay for maintenance of all ambulances and equipment and to purchase fuel for the ambulances. The Ambulance District or their designee must approve all capital expenditures, and maintenance and repair expenditures. Medical equipment repair and maintenance Daily operational check-outs and weekly medical supplies and equipment inventory shall be performed by Operator.
- b. Insurance. The Ambulance District shall be responsible for obtaining or otherwise providing property, casualty and liability insurance coverage for its ambulances, other vehicles and equipment.
- c. Dispatch Services. Ambulances will be dispatched through the Teton County Sheriff's Office (TCSO) as part of the county-wide 911 system.
- d. Contract Payment. The monthly contract fee for ambulance services per the terms of this contract shall be \$38,767. Payment shall be made after the 15th but before the 30th of each month.
- e. Meetings. The Governing Board of the Ambulance District shall meet at least monthly with the appropriate TCAS staff to assure that the covenants of this agreement are being met. These

quarterly meetings shall include a budget reconciliation report prepared by the clerk of the Ambulance District Governing Board and an operating report prepared by Operator.

SECTION THREE: Notices and Term of Agreement

1. **Terms of Agreement.** This agreement shall be effective commencing August 1, 2016 and terminate September 30, 2016.
2. **Notices.** Unless otherwise specifically provided, any and all notices required or permitted under this agreement shall be in writing and shall be deemed delivered upon personal delivery or three (3) days after mailing thereof when properly addressed and deposited in the United States Mail, first class, postage paid. Notices shall be properly addressed if addressed to the parties as follows:

If to Operator:

Chief, Teton County Fire Protection District
PO Box 474
Driggs, Idaho 83422

If to Ambulance District:

Governing Board, Teton County Ambulance District
Teton County Courthouse
150 Courthouse Drive
Driggs, Idaho 83422

SECTION FOUR: Indemnification

Operator must defend, indemnify, keep and hold harmless the Ambulance District, its Commissioners, officers, representatives, agents, volunteers, and employees from and against any lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorneys fees, for or on account of any injury or damage to any person or property or any death, which may arise or which may be alleged to have arisen out of, or in connection with the negligent performance by Operator of the work, goods and/or services covered by this Agreement. The obligation to indemnify the Ambulance District shall survive the termination or expiration of this Agreement.

This agreement has been accepted by the undersigned parties as of July 25, 2016 and entered into the official minutes of the Teton County Ambulance Service District on July 25, 2016.

Accepted by:

Jason Letham, Chair, Teton County Fire Protection District

Date: _____

Bill Leake, Chairman, Teton County Ambulance Service District

Date: _____

Ambulance Cash Estimates (per Clerk on 7-20-16)

FY 2017 Budget	
Dispatch Services	\$80,000
Medical Director	20,000
Hold Harmless amount not pd in FY 2016	<i>tbd</i>
New Ambulance	175,000
TOTAL EXPENSES	275,000
Less 15% of New Ambulance paid by WY	26,250
Cash needed for 2017 budget*	\$248,750

TVHC is a "reimbursable" employer so total "Hold Harmless" amount unknown until all unemployment insurance benefits expire

Estimated Amounts Still to be Spent in FY 2016	
Cell Phone	\$400
Gas	4,000
Ambulance Maint & Repair	4,000
Contract	77,534
TOTAL still to be spent	\$85,934

Cash available on 7/20/16	\$467,005
Plus uncollected property taxes	49,417
Less amount of FY 16 budget still to be spent	-85,934
Less cost of new defibrillator	-30,000
Less "hold harmless" amount due Hospital	-130,000
Cash Available on 9/30/16 <small>(available for FY 2017 budget)</small>	\$270,488
*Cash Needed for FY 2017 Budget <small>(see above)</small>	-248,750
Estimated Cash Available on 9/30/17	\$21,738

Hold Harmless amount not paid in FY 2016 will be added to FY 2017 budget

CLERK'S NOTE: The calculations above show that the Ambulance Service District is likely to have sufficient Cash Available on 9/30/16 to fund the FY 2017 budget without a tax levy.

B U D G E T W O R K S H E E T (E X P E N S E S)

**WORKSHEET FOR BUDGET YEAR 2017 BUDGET NUMBER 1 FUND 50
EXCLUDING INACTIVE ACCOUNTS**
**Fund: 0050 AMBULANCE SERVICE DISTRICT
-00 AMBULANCE SERVICE DISTRICT**
80% OF FISCAL YEAR ELAPSED

Account Number	---- Fiscal Year 2014 ----		---- Fiscal Year 2015 ----		----- Fiscal Year 2016 -----			---- Fiscal Year 2017 Budget #1 ----	
	Budget	Actual	Budget	Actual	Budget Amount	Actual & Pct As of 07/20/2016	Department Request Amt	Budg Officer Request Amt	Approved Budget Amt
0444-0000 RENT @ EMERGENCY SERVICES BLDG	8,400.00	8,400.00							
0459-0000 INSURANCE- ICRMP	1,199.00	1,199.00	1,235.00	1,235.00	1,279.00	1,297.00 101%			
0463-0000 CELL PHONE	1,400.00	1,519.12	1,500.00	1,435.84	2,000.00	1,046.35 52%			
0470-0000 VEHICLES - FUEL, GASOLINE	9,600.00	11,966.95	14,000.00	9,203.64	14,000.00	5,431.57 39%			
0475-0000 AMBULANCE MAINT & REPAIR	5,000.00	6,917.10	24,500.00 ^C	22,338.91	12,000.00	3,111.11 26%			
0491-0000 REPAIRS/MAINT- MEDICAL EQUIP	1,000.00	1,372.61	3,000.00	2,047.03	3,500.00	4,242.88 121%			
0494-0000 REPAIRS/MAINT- BLDG & FIXTURES						60.00			
0505-0000 STATE RADIO SYSTEM	2,100.00 ^C	2,025.66	2,100.00	1,572.48	1,800.00	495.00 28%			
0506-0000 DISPATCH SERVICES	96,995.00	96,995.00	73,271.00	73,271.00	77,224.00	77,224.00 100%	80,000.00	80,000.00	
									COMMENT: 25% OF ANNUAL DISPATCH EXPENSE
0526-0000 CONTINGENCY ACCOUNT	4,500.00 ^C		2,900.00 ^C		5,000.00				
0543-0000 ADMINISTRATIVE SERVICES	20,642.00	20,641.00	20,210.00	20,210.00	20,075.00	20,075.00 100%			
0559-0000 MISCELLANEOUS	500.00 ^C	73.44	500.00			43.00	98,000.00		
0672-0000 CONTRACT W/HOSPITAL	450,400.00	450,399.96	496,994.00	496,994.04	465,204.00	387,670.00 83%	20,000.00	20,000.00	
									COMMENT: FOR MEDICAL DIRECTOR
TOTAL 'B' EXPENSES	601,736.00	601,509.84	640,210.00	628,307.94	602,082.00	500,695.91 83%	198,000.00	100,000.00	
0802-0000 CAPITAL- COMMUNICATIONS EQUIP	7,900.00 ^C	8,836.25	10,000.00	514.81	14,000.00				

B U D G E T W O R K S H E E T (E X P E N S E S)

**WORKSHEET FOR BUDGET YEAR 2017 BUDGET NUMBER 1 FUND 50
EXCLUDING INACTIVE ACCOUNTS**

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80% OF FISCAL YEAR ELAPSED

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	Budget	Actual	Budget	Actual	Budget Amount	Actual & Pct As of 07/20/2016	Department Request Amt	Budg Officer Request Amt	Approved Budget Amt
0805-0000 CAPITAL: AMBULANCE EQUIPMENT									
	38,800.00 ^C	38,377.36	38,000.00	6,474.24	17,000.00	15,471.55 91%	30,000.00		
0810-0000 CAPITAL - NEW AMBULANCE									
							175,000.00	175,000.00	
TOTAL 'C' CAPITAL OUTLAY	46,700.00	47,213.61	48,000.00	6,989.05	31,000.00	15,471.55 50%	205,000.00	175,000.00	
DEPT TOTALS	648,436.00	648,723.45	688,210.00	635,296.99	633,082.00	516,167.46 82%	403,000.00	275,000.00	
Fund 50 Dept 0: Officer									
Commissioner									
FUND TOTALS	648,436.00	648,723.45	688,210.00	635,296.99	633,082.00	516,167.46 82%	403,000.00	275,000.00	
GRAND TOTALS	648,436.00	648,723.45	688,210.00	635,296.99	633,082.00	516,167.46 82%	403,000.00	275,000.00	

***** END OF REPORT *****

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Chief, Teton County Fire Protection District
PO Box 474
Driggs, Idaho 83422

If to Ambulance District:

Governing Board, Teton County Ambulance District
Teton County Courthouse
150 Courthouse Drive
Driggs, Idaho 83422

SECTION FOUR: Indemnification

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This agreement has been accepted by the undersigned parties as of July 25, 2016 and entered into the official minutes of the Teton County Ambulance Service District on July 25, 2016.

Accepted by:

Jason Letham, Chair, Teton County Fire Protection District

Date: _____

Bill Leake, Chairman, Teton County Ambulance Service District

Date: _____

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF TETON COUNTY, IDAHO RECOGNIZING THE VALUE OF FEDERAL LANDS
TO THE COUNTY'S ECONOMY, RECREATION, HERITAGE AND QUALITY OF
LIFE; AND OPPOSING THE PROPOSAL FOR THE STATE OF IDAHO TO TAKE
WHOLESALE OWNERSHIP OF PUBLIC LANDS WITHIN THE STATE OF IDAHO**

WHEREAS, Teton County is home to federal public lands owned by all Americans; and,

WHEREAS, these federal public lands provide public recreational opportunities for residents and visitors for horseback riding, hunting, fishing, wildlife watching, hiking, backpacking, boating, riding snow machines and all-terrain vehicles, skiing, bicycling, sightseeing, and numerous other outdoor recreational activities; and,

WHEREAS, these federal public lands provide essential habitat for some of America's greatest wildlife populations; and,

WHEREAS, federal ownership and management of public lands in Teton County assure both the stewardship and preservation of these nationally significant lands and the wildlife and natural resources they contain; and,

WHEREAS, Teton County residents are actively collaborating among diverse interests and with public land managers to improve public land management and public access; and,

WHEREAS, federal public land management agencies employ residents of Teton County who are passionate and expert at their jobs, pay taxes, and contribute to our community; and

WHEREAS, Teton County's forests are naturally prone to fire, including periodic large-scale fires, as part of the ecosystem in which they have evolved over millennia, although a warming climate has accentuated the process; and federal money and expertise to suppress wildfires is essential to protecting our communities, infrastructure, and public lands; and,

WHEREAS, continued federal ownership and management of public lands in Teton County insure both public access to and environmental protection of these lands and the resources they contain.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TETON COUNTY IDAHO BOARD OF COUNTY COMMISSIONERS: that the Board of County Commissioners of Teton County, Idaho opposes any and all efforts by the State of Idaho to obtain the wholesale transfer of federal lands in Idaho to the State of Idaho, **BE IT FURTHER RESOLVED** that the Board of County Commissioners strongly supports federal ownership and management of public lands in Teton County and the incredible value of federal lands to bring to our county's economy, recreation, heritage and quality of life.

PASSED, APPROVED AND ADOPTED THIS _____ DAY OF JUNE, 2015, IN TETON COUNTY, IDAHO

Bill Leake

Attest:

Mary Lou Hansen

From: [James Rein](#)
To: [Commissioners](#)
Date: Tuesday, July 19, 2016 5:35:44 PM

Dear Commissioners Leake, Park, and Riegel,

Thank you for recognizing the value that our public lands to Teton County's economy, recreation, heritage and quality of life. It is so important that our public lands remain in public hands, where they are available to all American's who cherish them.

James Rein
P.O. Box 653
Victor, ID 83455

From: [John Borstelmann](#)
To: [Commissioners](#)
Subject: Public lands
Date: Tuesday, July 19, 2016 6:51:30 PM

Dear Commissioners Leake, Park, and Riegel,

Thank you for recognizing the value that our public lands to Teton County's economy, recreation, heritage and quality of life. It is so important that our public lands remain in public hands, where they are available to all American's who cherish them. They are fundamental to our local recreational economy and to our lifestyle. Resource extraction has long proven to be a deadend, a boom-and-bust that provides no real economy or security. Teton Valley's booming growth is a mixed blessing, but it would not, will not happen without protected public lands, viable wildlife populations, functioning ecosystems. Public lands are fundamental and must be protected. Thanks for your vision and your efforts on this.

John Borstelmann
2390 Columbine Trail
Tetonia, ID 83452

From: [Tanya Anderson](#)
To: [Commissioners](#)
Subject: Support of public lands resolution
Date: Tuesday, July 19, 2016 8:41:40 PM

Dear Commissioners Leake, Park, and Riegel,

I have read through the resolution that supports keeping public lands under federal control, and I support it wholeheartedly. The public land in Teton County is our most valuable asset. It brings joy to all who live here, whether they hike, bike, snowmobile, horseback ride, hunt, or simply enjoy the amazing views. It also brings money to our economy through tourism. If the state were to take over control of public lands, our treasured resources would surely be sold, and public access would be limited. Thank you for supporting our public lands by creating a resolution that will keep them an asset enjoyable by ALL people.

Tanya Anderson
212 Bear Drive
Victor, ID 83455

From: [danielia kotler](#)
To: [Commissioners](#)
Subject: public lands resolution
Date: Tuesday, July 19, 2016 11:16:41 PM

Dear Commissioners Leake, Park, and Riegel,

YES to passing a resolution to protect our public lands and keep them just that...public.

I have long felt and was raised to appreciate, that America's public lands are one of the best attributes of this country. It is hard to believe that lands already under this designation are being considered for state and private sale.

Thank you for raising this important issue and for recognizing that public lands are an integral aspect to the quality of life in Teton Value as well as critical for wildlife and healthy ecosystems. It is vital our public lands remain just that.

You have my family's support and appreciation on this critical topic.

danielia kotler
po box 1101
driggs, ID 83422

From: [Georgie Stanley](#)
To: [Commissioners](#)
Subject: Public lands
Date: Wednesday, July 20, 2016 6:52:29 AM

Dear Commissioners Leake, Park, and Riegel,
Thank you for being proactive and clear on this issue! I support your effort to keep public lands in public hands 100%.

Thank you for recognizing the value that our public lands to Teton County's economy, recreation, heritage and quality of life. It is so important that our public lands remain in public hands, where they are available to all American's who cherish them.

Georgie Stanley
1566 w 10250 s
Victor, ID 83455

From: [Mark Hanson](#)
To: [Commissioners](#)
Subject: Public Lands
Date: Wednesday, July 20, 2016 10:34:55 AM

Dear Commissioners Leake, Park, and Riegel,

Thank you for recognizing the value that our public lands to Teton County's economy, recreation, heritage and quality of life. It is so important that our public lands remain in public hands, where they are available to all American's who cherish them.

Mark Hanson
989 Rainbow Loop
Driggs, ID 83422

From: [John O'Connor](#)
To: [Commissioners](#)
Subject: lands resolution
Date: Wednesday, July 20, 2016 12:42:48 PM

Dear Commissioners Leake, Park, and Riegel,

Thank you for recognizing the value that our public lands to Teton County's economy, recreation, heritage and quality of life. It is so important that our public lands remain in public hands, where they are available to all American's who cherish them.

You are to be applauded for taking this stand.

John O'Connor
199 Meadow Creek Road
Bonnors Ferry, ID 83805

From: [Preston Havill](#)
To: [Commissioners](#)
Subject: Public Lands Resolution
Date: Wednesday, July 20, 2016 1:41:20 PM

Dear Commissioners Leake, Park, and Riegel,

Thank you for recognizing the value that our public lands to Teton County's economy, recreation, heritage and quality of life. It is so important that our public lands remain in public hands, where they are available to all American's who cherish them.

Preston Havill
PO Box 2111
Telluride, CO 81435

Solid Waste Disposal System Infrastructure and Disposal Fees Based on the Actual Cost of the Services Rendered by Teton County for Collecting, Processing and Disposing of Solid Waste in Teton County

Excerpt from Court's Reconsideration Decision (Paragraph C. bottom of page 6)

collected. The County offers no logical interpretation of the statute that would lead one to believe this statute authorizes a flat solid waste fee on "all taxable parcels." Even if it did, it does not override the specific provisions of I.C. § 31-870(1) that require the fee "be reasonably related to, but shall not exceed, the actual cost of the service being rendered." It was neither the amount of the fee, nor even the fact that it was applied to all parcels, that ultimately doomed the County's solid waste fee schedule in the eyes of the Court. The solid waste fee schedule was found to be an illegal tax because of how it was applied to every parcel with no consideration of the actual cost of such service as required by I.C. § 31-870(1).

By state statute Teton County, Idaho is required to provide the **services** necessary "to acquire, establish, maintain and operate such solid waste disposal systems as are necessary and to provide reasonable and convenient access to such disposal systems by all the citizens of the county." Reference Idaho Statute 31-4402.

To pay for the cost of providing these services, Idaho Code 31-870 authorizes the county to collect Fees that are "reasonably related to, but shall not exceed, the actual cost of the service being rendered."

Additionally the Idaho Code 31-4401 establishes the purposes for why the county must provide a Solid Waste Disposal System. Of which include: 1) reducing the threat to health posed by uncollected garbage, refuse and scrap; 2) maintaining the natural and esthetic setting of our land, water and air resources; 3) providing a means for reclamation of otherwise unusable land areas; and 4) for such other cultural, social, economic and sanitation reasons as may be necessary from time to time.

Therefore, it is my contention that the **services rendered** by the County are:

1. Providing the infrastructure (in our case the Transfer Station where solid waste can be delivered that is reasonably and conveniently accessible to the citizens (residents, businesses and property owners) of the county.
2. Solid waste delivered must be sorted, inspected and prepared for its final disposal then loading household solid waste in trucks to transport it to the disposal facility in Jefferson County.
3. Providing a means to discourage illegal dumping thereby protecting our land, water, and air from harmful contaminants; giving us a healthy environment within to live; and protecting our economic investments in our community.

It is my contention that the actual cost of these services can be reasonably quantified such that they are fairly and equitably charged to the property owners who have invested in the county and the residents and business owners who generate solid waste and use the Transfer Station as their means to dispose of their solid wastes.

Based on this, Teton County Idaho's Solid Waste Fees (Infrastructure and Disposal) will be more clearly described relative to how it is based on the "actual cost of the aforementioned services being rendered."

The Idaho legislature chose back in the 1990's to permit counties to collect fees (not taxes) to cover the cost to acquire, operate, maintain and dispose of solid waste which is part of the regulatory aspect of the County's duty to provide a Solid Waste Disposal System. It is clear from state statutes that the Board of County Commissioners (BoCC) has a **regulatory responsibility** to ensure that Solid Waste generated in Teton County is being properly collected, managed and disposed per applicable state and federal statutes and regulations.

There are three components of the costs associated with Teton County's Solid Waste Disposal System:

- 1) Costs directly attributable to the **infrastructure** associated with the service rendered for having the Transfer Station open, available and "reasonably and conveniently accessible to the citizens of the county," – Solid Waste Infrastructure Fee (SWIF);
- 2) Costs directly attributable to the **amount of waste** (by weight) users of the Transfer Station deliver that must be transported and disposed at the Jefferson County land fill – Solid Waste Disposal Fee (SWDF) otherwise known as the "Tipping" Fee; and
- 3) Cost indirectly related to the benefit that all Teton County property owners get by having their land, water, and air protected from illegal dumping and the economic advantages of touting the fact that we have some of the best drinking and irrigation water sources in the country.

We can reasonably determine the actual cost of each of these three components since:

1. We have the ability to weigh each load "waste generators" either deliver or have delivered to the Transfer Station;
2. We know the actual cost to have the Transfer Station infrastructure staffed, open, available and "reasonably and conveniently accessible to the citizens of the county" and all Teton County property owners; and
3. We can allocate some of those costs to the benefits derived by having a clean and healthy environment to live and economically prosper.

The "**Solid Waste Infrastructure Fee**" (SWIF) as seen on Teton County property owner's Annual Tax Notice is to cover the actual cost of simply having the Transfer Station staffed, open, and reasonably and conveniently available to accept solid waste, regardless if anyone actually brings solid waste to it. This component of the fees is based on the annual budget projection to staff, operate and maintain the Transfer Station in accordance with all the regulatory requirements associated with it.

The cost for this aspect is easily determined based on the infrastructure, staffing and day-to-day operations to be able to safely receive solid waste at the Transfer Station. Idaho statute 31-870 stipulates that the fee collected be “reasonably related to, but shall not exceed, the actual cost of the service being rendered.” In this case the service being rendered is having the Transfer Station reasonably and conveniently accessible by all the citizens of the county as required by IC 31-4402.

The Solid Waste Disposal Fee “**Tipping Fee**” paid at the Transfer Station covers the actual cost associated with the final disposal of waste delivered to the Transfer Station by those who actually generated the waste based on the type and weight of the solid waste they delivered. Actual disposal of the solid waste delivered, based on weight, has been determined to be \$76/ton for household solid waste.

The **Indirect Benefit cost** is like a business’s “overhead services.” It can be reasonably set at a fair and equitable portion of the overall cost of having the County’s Solid Waste Disposal System reasonably and conveniently available to all the citizens of the county.

Below is the methodology for calculating the SWIF associated with Teton County’s Solid Waste Disposal System.

For FY2017, the budget projection to simply have the Transfer Station reasonably and conveniently available to receive solid waste is: \$625,000.00.

Since the SWIF is charged to all real property owners via their annual Tax Notice, we need to determine a fair and equitable breakdown based on their annual needs to actually have the Transfer Station available for them to bring (or have someone bring for them) their solid waste. Since not every parcel owner needs to have the Transfer Station reasonably and conveniently available five (5) days a week, we can reasonably determine based on the extent their properties are developed and or in production how often a particular category of property owners would likely need this service.

Thus we can categorize the real property owners based on their need to have the Transfer Station service reasonably and conveniently available to them:

Category 1: Developed Residential and Commercial Parcels – these owners need the Transfer Station open more often than owners of vacant subdivision properties (basically several days a week year round – $5\text{days/week} \times 52\text{weeks} = 260\text{days/year}$). These parcels would have one of the following categories identified on their Annual Property Assessment Notices: _____

Category 2: Vacant Rural and City Subdivision Parcels (including platted lots in Ag) – these owners only need to have the facility open and available a couple of days a week for a portion of the year (basically 1 day a week from May to November – $1\text{day/week} \times 31\text{weeks} = 31\text{days/year}$; which equates to 12% of the time a developed property owner would need it open). These parcels would have one of the following categories identified on their Annual Property Assessment Notices: _____

Category 3: Vacant Land Parcels not in a Subdivision – these owners only need the Transfer Station to be open and available one day a week for a portion of the year (basically one day a week from June to September – $1\text{day/week} \times 16\text{weeks} = 16\text{days/year}$; equates to 6% of the time a developed property owner would need it open). These parcels would have one of the following categories identified on their Annual Property Assessment Notices: _____

Category 4: Special Use Parcels - such as well lots, open spaces, common areas, parks, pathways, government owned exempt, etc. and due to the unique nature of ownership and use the SWIF is not applicable. These parcels would have one of the following categories identified on their Annual Property Assessment Notices: _____

Therefore, the SWIF would be calculated as follows:

Category 1: Developed Residential and Commercial Parcels: Transfer Station annual Budget (TSB) times 100% minus 18% (12+6) divided by the number of these type Parcels.

$\$625,000 \text{ times } (100\% - 18\%) \text{ divided by } 5,167 = \$99/\text{parcel}$

Category 2: Rural and City Subdivision Parcels (including platted lots in Ag): Transfer Station annual Budget (TSB) times 24% divided by the number of platted Subdivision Parcels.

$\$625,000 \text{ times } 18\% \text{ divided by } 4,736 = \$24/\text{parcel}$

Category 3: Vacant Land Parcels not in a Subdivision: TSB times 6% divided by number of Vacant Parcels not in a Subdivision.

$\$625,000 \text{ times } 6\% \text{ divided by } 4,061 = \$9/\text{parcel}$

All Teton County Property owners benefit from the Solid Waste Disposal System since it provides the means (i.e., a service) to achieve the purposes listed in Idaho Statute 31-4401 which states:

“It is hereby declared to be the public policy of the state of Idaho that solid waste disposal systems be established, maintained and operated in each of the several counties of the state for the purpose of reducing the threat to health posed by uncollected garbage, refuse and scrap; for the purpose of maintaining the natural and esthetic setting of our land, water and air resources; for the purpose of providing a means for reclamation of otherwise unusable land areas; and for the purposes of such other cultural, social, economic and sanitation reasons as may be necessary from time to time.”

Which in itself seems that it would be reasonable to apply the SWIF all Teton County Parcels so that every parcel owner is paying a fair and equitable share of the system.

Prepared by: Bill Leake, July 18, 2016 for consideration by the other Commissioners

File: 2017 SWIF Calculation Methodology



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

Public Works Department
MEMORANDUM

150 Courthouse Drive
Driggs, ID 83422

July 21, 2016

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

The following items are for your review and discussion at the July 25, 2016 BoCC Meeting.

SOLID WASTE

Equipment Operator & Weigh Master Positions:

Ron Anderson has accepted the Equipment Operator position at the Transfer Station at a Pay Grade 5, 90% of market rate. Ron's work history includes working with government and public works agencies in other states. During his interview, he proved to be a very well rounded equipment operator.

ACTION ITEM – Motion to approve the hiring of Ron Anderson for the Transfer Station Equipment Operator Position at a Pay Grade 5; 90% Market Rate of \$16.30/hour.

Samantha Lee has accepted the Weigh Master Position at the Transfer Station at a Pay Grade 4, 91% of market rate. Samantha's work history is customer service based. Her experience has exposed her to fast paced situations requiring her to adapt quickly which will prove valuable in this position. References and previous employers spoke very highly of Samantha's skills and work values.

ACTION ITEM – Motion to approve the hiring of Samantha Lee for the Transfer Station Weigh Master Position at a Pay Grade 4; 91% Market Rate of \$15.34/hour.

ROAD & BRIDGE

Fog Seal Schedule: R&B is scheduled to fog seal Ski Hill Road on Friday, 7/22.

Striping: Striping of Ski Hill, Bates and E5000S roads are scheduled for Thursday, July 28. Only the centerline of Ski Hill Road will be striped at this time. Bike lane roughness will be evaluated post fog seal and it will be determined at that time if additional treatment is necessary.

Reconstruction on N6000W: Road & Bridge should complete the reconstruction of N6000W the week of 7/25. Crews will move on to N2000W where they will be applying 4" of ¾" crushed wearing surface between Packsaddle Road and SH33.

Gravel Crushing: Public Works was hoping to come up with a cement treated base design for a 1 mile section of Packsaddle Road and reconstruct in 2016. This project included a triple-shot of asphalt. It does not appear a cement treated base design is going to eliminate our need to excavate and import additional pit run. We are going to have to re-evaluate the design. We do not anticipate having an alternate design in FY2016. By not applying the triple-shot, and having additional funds in the gravel crushing budget, there will be a remaining cash balance in related line items of approximately \$66,146. R&B would like to use \$28,500 of remaining cash to crush an additional 10,000 tons of ¾" crushed

wearing surface gravel in the Felt Pit. That would leave \$37,650 for any additional oil needed for patching or other unforeseen costs.

ACTION ITEM – Motion to approve crushing an additional 10,000 tons of ¾” gravel wearing surface at the Felt Pit at the current contract unit price of \$2.85/ton for a total contract increase of \$28,500

ENGINEERING

Packsaddle Road Vacation Application: Public Hearing for the Packsaddle Road Vacation Application will be continued on Tuesday, September 13 at 9:00 a.m.

Cedron Road Widening Request for Information: Request for Information (RFI) responses were received from Horrocks Engineers, Jorgensen Associates and Forsgren Associates. Responses were evaluated by Commissioner Leake and the Public Works Director. Horrocks was the unanimous selection. LHTAC will now work with Horrocks on contract negotiations and design will get underway late summer or early fall.

Cache Bridge Repair Request for Information: RFI's were due at 5:00 on Wednesday, July 20. Only 2 firms selected responded to the RFI. LHTAC is working with ITD to determine what our options are for proceeding.

W6000S Wetland Mitigation: The preferred project for the W6000S wetland mitigation is the restoration of Fox Creek on the Woolstenhulme property. The Woolstenhulme's have been sent a deed restriction document and asked to sign. They have responded by asking if there could be some credit towards development of the 200 acre parcel this project lies partially on in exchange for the deed restriction. Is this something the commissioners would be interested in pursuing?

Just as a reminder, this project will replace the straight channel along the edge of the road with a meandering, more natural stream bed across the corner of the Woolstenhulme property. Preliminary cost for the Fox Creek re-alignment is \$71,400. As a comparison, the estimated construction cost for spring expansion on the Heimerl property is estimated at \$50,000. There may be grant opportunities available to help towards the cost of either of these projects.

PUBLIC WORKS

Teton County Weed Superintendent: The attached Weed Superintendent job description has been modified with the assistance of Commissioner Riegel, the Planning Administrator, Weed Superintendent and Public Works Director. It is being proposed that the Weed Superintendent job description be amended as presented and this position be supervised by Public Works.

ACTION ITEM – Motion to approve the Teton County Weed Superintendent job description as presented by staff and have this position supervised by the Public Works Director



FROM: Kristin Rader, Planning Administrator
TO: Board of County Commissioners
RE: Planning Department Update
MEETING: July 25, 2016

The following items are for your review and discussion.

Planning Department Policy – Building Rights

At the July 11, 2016 meeting, the Board asked me to work on a policy to establish the guidelines for identifying parcels with building rights (see Attachment 1). This will be an internal Planning Department Policy.

Insignificant Plat Amendment – Horse Haven

Paul Gilroy is proposing an amendment to Horse Haven Subdivision to reduce the number of lots from 3 to 2, while also rearranging the lots. Lot 2-A of this proposed amendment will be deeded to the Teton Regional Land Trust to be placed in a conservation easement (see Attachment 2).

ACTION ITEM – Motion to approve or deny Horse Haven insignificant plat amendment for Paul Gilroy.

Impact Fees

Fair Board Request – Recreation Funds: The Fair Board has made a request to use Recreation Impact Fees to expand the kitchen and septic facilities in the Fair Building (see Attachment 3). On July 18, 2016, the Impact Fee Advisory Committee met to review the Fair Board’s request, and they recommended approval of this request.

ACTION ITEM: Motion to approve or deny the use of Recreation Impact Fee Funds for the Fair Board.

Impact Fee Advisory Committee Comments (IFAC): At the July 18, 2016 IFAC meeting, the IFAC briefly discussed the status of the Capital Improvements Plan and Impact Fee Study. The IFAC wanted to express their comments to the Board that the Capital Improvements Plan needs to be updated, specifically additional recreation projects need to be identified.

Planning Department Hours

In March, the Board approved summer hours for the Planning & Building Departments so staff could alternate Fridays off. This was before the two departments were split and staff changes occurred. Summer hours are supposed to last through the end of September. I would like to propose that the Planning Department Hours revert back to the regular 9am-5pm schedule or keep 8am-5pm and close between noon and 1pm for lunch. With the current staff and workload conditions, planning staff have not been alternating Fridays off, and the current 8am-5pm schedule will put the Planning Services Assistant over 40 hours each week if she works a full day.

ACTION ITEM: Approve the change to Planning Department Hours.

Land Use Development Code Update

There is a joint PZC and BoCC work session scheduled on August 2, 2015 at 5pm. At this meeting, the BoCC and PZC will review the list of staff changes to the draft code and make a decision on those changes, review the final documents for the public outreach flyer, comprehensive plan analysis, FAQs sheet, and scenario tool. The goal of this meeting is to finalize all documents, so everything is ready for the public when we send out notices in mid-August and begin the outreach efforts.

Attachments:

1. Planning Dept. Policy - Building Rights
2. Horse Haven Insignificant Plat Amendment Materials
3. Fair Board's Impact Fee Request

	<p>TETON COUNTY PLANNING & ZONING DEPARTMENT POLICY</p> <p>Building Permit Eligibility of Previously Created Parcels</p>	<p>Original Issue Date: Number of Pages:</p>	<p>7/25/2016 1</p>
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Objective: The purpose of this policy is to establish guidelines for identifying parcels with building rights, also known as a “Lot of Record”.

Background: Since 1979, Teton County Code, Title 9: Subdivision Regulations has been adopted and provided a process for subdividing land. The adoption of the One Time Only Land Split on June 14, 1999 defined a process for the creation of two (2) parcels of property.

Title 9 has also included an Agricultural Exemption definition since being adopted in 1979 to provide a process for a bona fide division or partition of agricultural land for agricultural purposes. This definition was clarified in the September 22, 2003 amendment to Title 9 to clearly state that an agricultural exemption does not apply to a division for residential building purposes.

Criteria for Determination: No building permit may be issued, nor any approval granted necessary to develop any property, unless and until said property has been determined to be a lot of record. A “lot of record” is a lot that was created for the purpose of creating a separate piece of property that has the ability to obtain a building permit.

For a parcel to be considered a lot of record, its specific boundaries must have been established or set forth by one of the following means:

- A. If the parcel was created BEFORE June 14, 1999:
 - a. If no more than one (1) new lot of record, two (2) lots of record total, was created:
 - i. A recorded deed describing the parcel by a metes-and-bounds description of the existing boundaries (contiguous sub-“lots” or sub-“parcels” described on a single deed are considered a single parcel); or
 - ii. A recorded survey, with a metes-and-bounds description, showing the existing boundaries.
 - b. If two (2) new lots of record, three (3) lots of record total, or more were created:
 - i. A signed and recorded subdivision/planned unit development plat or amended plat; or
 - ii. A recorded “Family Exemption” survey with a Teton County authorization signature creating two (2) or more lots of record.
- B. If the parcel was created AFTER June 14, 1999:
 - a. A recorded “One Time Only” survey with a Teton County authorization signature (these may also be labeled as “Lot Split”, “Land Splits”, or something similar) creating two (2) lots of record; or
 - b. A signed and recorded subdivision/planned unit development plat or amended plat creating two (2) or more lots of record, or
 - c. A recorded “Agricultural Exemption” survey recorded prior to September 22, 2003 (these may be labeled as an “Ag. Split”, “Ag. Break-off”, or something similar) creating one (1) or more lots of record.



A REQUEST FOR AN INSIGNIFICANT PLAT AMENDMENT APPROVAL
BY: Paul Gilroy
FOR: Horse Have Subdivision
PREPARED FOR: July 25, 2016 Board of County Commissioners Public Meeting

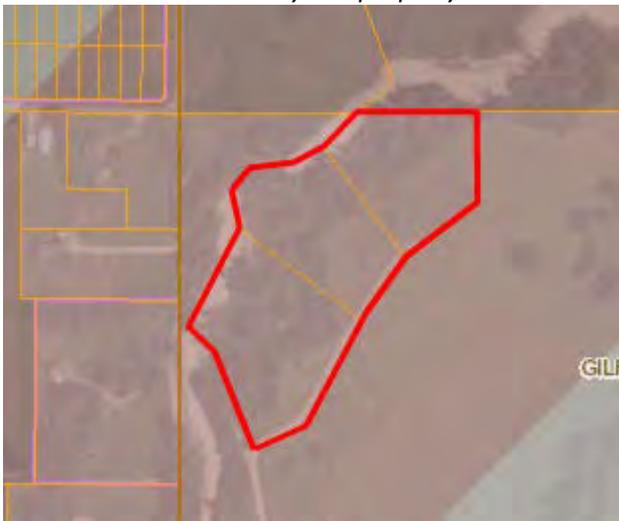
Background: The Horse Haven Subdivision, south of Driggs, was originally platted in 2005 by Paul Gilroy. The subdivision has 3 lots along Teton Creek in the Driggs Area of Impact. The applicant wishes to reduce the numbers of lots to 2, and adjust the lot lines so that one lot (Lot 1-A) includes buildable space outside of the floodplain and sensitive areas and the other lot (Lot 2-A) includes the sensitive areas near Teton Creek. The lot that includes the sensitive areas is being sold to the Teton Regional Land Trust (TRLT) to be put in a conservation easement with the surrounding property. TRLT has been working with the applicant through this process. The conservation easement may not be recorded until the plat amendment is approved because it relies on the legal description of the new Lot 2-A. The applicant was first planning to vacate that portion of the subdivision and make a 1 lot subdivision; however, the Teton County Code defines a subdivision as 2 lots or more, so the proposed amendment was changed to the proposed configuration.



Definition: §9-7-1 (B-2a) Insignificant Changes / Vacations. – The proposed changes to the recorded land records have minimal direct impact on the immediate neighborhood, general vicinity of the subdivision, or overall community. These include:

- i. vacations of portions of a plat, except where platted open space acreage would be reduced in acreage or the value of the protected resource may be diminished.
- ii. minor amendments to the recorded Master Plan,
- iii. lot line adjustments between lots within a subdivision,
- iv. lot consolidations of two or more platted lots into fewer lots,
- v. the re-arrangement or relocation of five (5) or fewer lots, parcels or buildings that does not encroach further into natural resource areas or Overlay Areas as defined in Title 8 or Title 9 or move closer to neighboring property;
- vi. a minor boundary adjustment between a lot in a platted subdivision and an adjacent non-platted property,
- vii. minor changes to the layout of roads, utilities or other facilities;
- viii. other changes of similar magnitude and minimal direct impact.

Natural Resource Overlays on property



This subdivision is entirely in the Big Game Migration Corridor and the Landbird Songbird/Raptor Breeding and Wintering Habitat

§9-7-1 (B-4a) Insignificant Changes. Upon determining the application complete, and that the proposal is an insignificant change or vacation, the Planning Administrator shall recommend to the Board of County Commissioners approval, approval with conditions, or denial of the application pursuant to the criteria and standards in the county regulations. The Board may review insignificant changes at a regularly scheduled public meeting.

Criteria for Approval §9-7-1 (B-3b):

a. Insignificant Changes.

- i. Any proposed changes to an easement, public right-of way, or Planned Unit Development, shall comply with all applicable criteria and standards of the county regulations, conditions of approval established in the previous approval, and the development agreement approved as part of the previous approval.

Staff Comments:

There is no proposed change to any easement or Right of Way. This proposal complies with Teton County standards.

- ii. Insignificant changes to a recorded plat or master plan shall not reduce the area of designated open space or increase the number of lots or the overall amount of area of development.

Staff Comments:

This subdivision does not have platted open space. The proposed change will not create additional lots, increase the overall amount of area for the development, or reduce the open space. The proposed change is not encroaching further into the Overlay Areas or closer to neighboring properties.

- iii. Insignificant changes to a recorded plat, master plan, easement, or right-of-way shall not increase or create new and potentially substantial direct or indirect impacts on the neighborhood, vicinity of the subdivision or overall community.

Staff Comments:

The proposed changes will not create any additional impacts, as the lots were approved previously. This is just a reduction and reconfiguration of the lots.

City of Driggs Comments:

Ashley Koehler, Planning & Zoning Administrator for the City of Driggs reviewed this application. In general, the Driggs Comprehensive Plan supports reducing the density at this location where it is in the floodplain. Ashley also suggested that if Lot 2-A is a buildable lot, a building envelope should be shown that is outside of the floodplain and access should be off of a shared driveway to Lot 1-A to reduce the number of driveways through the floodplain. She also commented that a note should be added to the plat that references the notes on the original plat, including a note about a Floodplain Development Permit being required prior to any development in the floodplain.

These are all comments that Teton County staff agrees with. In addition, I noticed that the floodplain shown on the amended plat does not accurately depict the FEMA floodplain. A Letter of Map Revision was approved by FEMA in 2010, which affected the floodplain on the original Lot 1. This should be corrected or the floodplain removed from the plat.

Possible Conditions of Approval

1. Correct the mapped floodplain on the amended plat or remove it.
2. Add a note to the amended plat stating all notes on the original plat still apply, with a note specific to floodplain development permits.
3. Add a building envelope for Lot 2-A that is outside of the floodplain.
4. Provide an easement for a shared driveway access for both lots across Lot 1-A to reduce the number of driveways in the floodplain.

Board Action/Decision:

The Board of County Commissioners, shall act on the information presented whether to:

1. Continue the application
2. Approve the application
3. Approve with conditions
4. Deny the application

Specific reasons for the decision shall be stated in writing for the record.**Conclusions:**

- AW Engineering submitted an application on June 9, 2016, completed on July 21, 2016, to amend the Horse Haven Subdivision Final Plat (Inst. #168668)
- Horse Haven Subdivision was originally platted in 2005.
- The application is to reduce the number of lots and reconfigure the lot lines to provide for building sites outside of sensitive lands.

- Insignificant plat amendments are used for lot line adjustments of five or fewer parcels.
- Insignificant plat amendments are used for lot consolidations of two or more platted lots into fewer lots.
- These adjustments are not encroaching further into an Overlay Area or closer to a neighboring property. There is no platted open space in this subdivision.

The Teton County Planning Administrator has determined that the application is complete and recommends approval by the Teton County Board of County Commissioners pursuant to Teton County regulations.

Prepared by Kristin Rader, Planning Administrator on 7-21-2016

Attachments:

1. Application (9 pages)
2. 2005 Final Plat – Inst. # 168668 (2 pages)
3. Amended Plat (1 page)



Horse Haven Subdivision
NAME OF SUBDIVISION/PLANNED UNIT DEVELOPMENT

SUBDIVISION/PLANNED UNIT DEVELOPMENT AMENDMENT APPLICATION

Upon receipt of the required materials the planning staff shall stamp the application received and prepare a staff report. It is recommended that the Applicant review Title 9 of the Teton County Code prior to submittal. This Title along with application materials are located on the County website at www.tetoncountyidaho.gov. The planning staff is also available to discuss applications and answer questions prior to receiving an application.

To expedite the review of your application, please be sure to address each of the following items.

SECTION I: PERSONAL AND PROPERTY RELATED DATA

Owner: Paul Grant Gilroy Trust u/a/d March 29, 2011
 Applicant: same E-mail: _____
 Phone: (307) 733-4314 Mailing Address: P.O. Bx 222
 City: Wilson State: WY Zip Code: 83014
 Engineering Firm: A-W Engineering Contact Person: Arnold Noolspenbulme Phone: (208) 787-2952
 Address: 255 S Main, Victor, ID 83455 E-mail: aweng@ida.net

Location and Zoning District: _____
 Address: no addresses - NO residences Parcel Number: Lot 1 - RP004950000010
Lot 2 - RP004950000020
Lot 3 - RP004950000030
 Section: 30 Township: 5N Range: 45E, B.M. Total Acreage: 9.57 ac.
 Proposed Units/ Lots: 1 Current Units/Lots: 3
 Code Approved Under: _____

- | | |
|--|--|
| <input type="checkbox"/> FEES (pursuant to current fee schedule) | <input type="checkbox"/> Affidavit of Legal Interest |
| <input checked="" type="checkbox"/> Insignificant | <input type="checkbox"/> Engineer/Surveyor review cost |
| <input type="checkbox"/> Substantial Increase Scale/Impacts | <input type="checkbox"/> Taxes Current |
| <input type="checkbox"/> Substantial Decrease Scale/Impacts | |

Fees are non-refundable.



RECEIVED
K. Rader
6-9-2016

Horse Haven Subdivision
NAME OF SUBDIVISION/PLANNED UNIT DEVELOPMENT

SUBDIVISION/PLANNED UNIT DEVELOPMENT AMENDMENT APPLICATION

Upon receipt of the required materials the planning staff shall stamp the application received and prepare a staff report. It is recommended that the Applicant review Title 9 of the Teton County Code prior to submittal. This Title along with application materials are located on the County website at www.tetoncountyidaho.gov. The planning staff is also available to discuss applications and answer questions prior to receiving an application.

To expedite the review of your application, please be sure to address each of the following items.

SECTION I: PERSONAL AND PROPERTY RELATED DATA

Owner: Paul Grant Gilroy Trust u/a/d March 29, 2011

Applicant: same E-mail: _____

Phone: (307) 733-4314 Mailing Address: P.O. Bx 222

City: Wilson State: WY Zip Code: 83014

Engineering Firm: A-W Engineering Contact Person: Arnold Woolstenhulme Phone: (208) 787-2952

Address: 255 S Main, Victor, ID 83455 E-mail: aweng@ida.net

Location and Zoning District: _____

Address: no addresses - NO residences Parcel Number: Lot 1 - RP004950000010
Lot 2 - RP004950000020
Lot 3 - RP004950000030

Section: 36 Township: 5N Range: 45E, B.M. Total Acreage: 9.51 ac.

Proposed Units/ Lots: 1 Current Units/Lots: 3

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

A-W ENGINEERING
ARNOLD OR SHARON WOOLSTENHULME
255 SOUTH MAIN/BOX 139 PH. (208) 787-2952
VICTOR, ID 83455

THE BANK OF COMMERCE
DRIGGS, ID 83422
92-41/1241

9655

06/10/2016

Pay to the Order of TETON COUNTY PLANNING & ZONING \$ **720.00

Seven hundred twenty and 00/100***** Dollars

TETON COUNTY PLANNING & ZONING

Sharon Woolstenhulme

Paul Gilroy

I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the items listed below are required for my application to be considered complete and for it to be scheduled on the agenda for the Board of County Commissioners public hearing.

- Applicant Signature: same as owner Date: _____

I, the undersigned, am the owner of the referenced property and do hereby give my permission to Arnold & Wedel's Tenants to be my agent and represent me in the matters of this application. I have read the attached information regarding the application and property and find it to be correct.

- Owner Signature: Paul Gibson Date: 2 June 16

SECTION II: ADMINISTRATOR DETERMINATION

The Planning Administrator has reviewed the amended plat and/or recorded documents and proposals in accordance with Teton County Subdivision Ordinances Title 9, Chapter 7. The Planning Administrator has determined the changes are:

() Insignificant: The application will be reviewed administratively and approved, approved with conditions or denied. The plat or recorded documents for a subdivision or Planned Unit Development, including the proposed changes, shall comply with all applicable criteria and standards of the county regulations, conditions of approval established in the previous approval, and the development agreement approved as part of the previous approval.

() Substantial Changes – Increase Scale, Impact: The application will be reviewed under any applicable current ordinances and a staff report prepared and sent to the Planning and Zoning Commission for preliminary review and noticed as a public hearing at their next available regularly scheduled meeting. Substantial changes will require amended CCR's and Development Agreement and may or may not require additional studies or application materials. After a hearing before the Planning and Zoning Commission, the Commission shall recommend to the Board of County Commissioners approval, approval with conditions or denial of the amended plat and/or recorded documents. A public hearing before the Board of County Commissioner for the final review will then be scheduled and the Board will approve, approve with conditions, or deny the amended plat and/or recorded documents.

() Substantial Changes – Decrease Scale, Impact: The application will be reviewed under the code of original approval and a staff report prepared and sent to the Planning and Zoning Commission for concept review and noticed as a public hearing at their next available regularly scheduled meeting. Substantial changes will require amended CCR's and Development Agreement. No additional studies or application fees will be required. After a hearing before the Planning and Zoning Commission, the Commission shall recommend to the Board of County Commissioners approval, approval with conditions or denial of the amended plat and/or recorded documents. A public hearing before the Board of County Commissioner for the final review will then be scheduled and the Board will approve, approve with conditions, or deny the amended plat and/or recorded documents.

SECTION III: ITEMS REQUIRED ON THE AMENDED PLAT OR IN AMENDED RECORDED DOCUMENTS

1. Narrative explaining the changes that are being proposed.
2. Plat, if applicable, is labeled correctly as "Amended Final Plat".
Recorded documents, if applicable, are labeled as "Amended"
3. Itemize briefly the amendments on the original plat and/or recorded documents and the amended plat and/or recorded documents.
4. The following items may also be required, as applicable:
 - Letter of Credit or Bond for financial guarantee of public improvements
 - Engineers cost of public improvements
 - Three (3) Sets of "Final Stamped" construction drawings for public improvements
 - Final approval letter from Eastern Idaho Public Health
 - Final approval letter from Teton County Fire District
 - Acceptance letter from city for sewer hookup from the providing community, if applicable

Instrun. # 216539
TETON COUNTY, IDAHO
4-11-2011 12:40:45 No. of Pages: 5
Recorded for : MULLIKIN LARSON AND SWIFT
MARY LOU HANSEN Fee: 22.00
Ex-Officio Recorder Deputy
Index to: DEED, QUIT-CLAIM

QUITCLAIM DEED
(Gilroy)

For good and valuable consideration received, Paul Grant Gilroy a/k/a Paul Gilroy a/k/a Paul G. Gilroy, a single man, as GRANTOR, hereby grants, bargains, sells, conveys, and quitclaims to Paul Grant Gilroy as Trustee of the Paul Grant Gilroy Trust u/a/d March 29, 2011 whose current address is P.O. Box 222, Wilson, Wyoming 83014, GRANTEE, all his real property located in Teton County, Idaho including, without limitation, the real property more particularly described on Exhibit "A" attached hereto and incorporated herein by this reference.

To have and to hold the said described real property with their appurtenances unto said Grantee, his successors and assigns forever.

DATED this 5th day of April, 2011.

Paul Grant Gilroy
Paul Grant Gilroy
a/k/a Paul Gilroy a/k/a Paul G. Gilroy

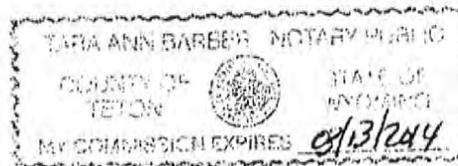
STATE OF WYOMING)
) ss
COUNTY OF TETON)

The foregoing instrument was acknowledged to before me Paul Grant Gilroy a/k/a Paul Gilroy a/k/a Paul G. Gilroy this 5th day of April, 2011.

Witness my hand and official seal.

Tara Ann Barber
Notary Public

My Commission Expires:



**TETON COUNTY IDAHO REAL ESTATE
(Gilroy)**

Gilroy Farms

Parcel 1:

Township 5 North, Range 45 East, Boise Meridian, Teton County, Idaho.
Section 36: E1/2N1/2NW1/4SE1/4

*According to Instrument Number 112740 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 2:

Township 5 North, Range 45 East, Boise Meridian, Teton County, Idaho.
Section 36: SE1/4NW1/4SE1/4

*According to Instrument Number 113194 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 3:

Township 5 North, Range 45 East, Boise Meridian, Teton County, Idaho.
Section 36: W1/2N1/2NW1/4SE1/4

*According to Instrument Number 112635 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 4:

Township 5 North, Range 45 East, Boise Meridian, Teton County, Idaho.
Section 36: SW1/4NW1/4SE1/4

*According to Instrument Number 113373 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 5:

Commencing at a point 122 rods West of the NE corner of the South ½
Southwest ¼ of Section 36, Township 5 North, Range 45 East, Boise
Meridian, and running thence West 38 rods; thence South 80 rods; thence
East 38 rods; thence North 80 rods to the point of beginning.

*According to Instrument Number 112072 recorded in the
Teton County, Idaho Clerk's Office.*

Gilroy Farms (Continued)***Parcels 6 (Includes Horse Haven Subdivision):***

Township 5 North, Range 45 East, Boise Meridian, Teton County, Idaho.
Section 36: N1/2SW1/4

*According to Instrument Number 173836 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 7:

Township 5 North, Range 45 East, Boise Meridian, Teton County, Idaho.
Section 36: S1/2SW1/4SW1/4SE1/4

*According to Instrument Number 124585 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 8:

Township 5 North, Range 45 East, Boise Meridian, Teton County, Idaho.
Section 36: SW1/4SE1/4SE1/4; SE1/4SW1/4SE1/4

*According to Instrument Number 112754 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 9:

Township 5 North, Range 45 East, Boise Meridian, Teton County, Idaho.
Section 36: N1/2SW1/4SE14

*According to Instrument Number 113132 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 10:

A portion of the Southeast quarter Southwest quarter Southeast quarter
Southeast quarter of Section 36, Township 5 North, Range 45 E., B.M.,
Teton County, Idaho. Shown as Parcel 2B on Plat Instrument #143351.

*According to Instrument Number 174840 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 11:

A portion of the Northeast quarter Southwest quarter Southeast quarter
Southeast quarter of Section 36, Township 5 North, Range 45 E., B.M.,
Teton County, Idaho. Shown as Parcel 2A on Plat Instrument #143351.

*According to Instrument Number 174839 recorded in the
Teton County, Idaho Clerk's Office.*

Gilroy Farms (Continued)***Parcel 12:***

Township 4 North, Range 45 East, Boise Meridian, Teton County, Idaho.
Section 1: W1/2N1/2 of Lot 1

*According to Instrument Number 140991 recorded in the
Teton County, Idaho Clerk's Office.*

AND

Township 4 North, Range 45 East, Boise Meridian, Teton County, Idaho.
Section 1: W1/2N1/2 of Lot 2

*According to Instrument Number 140990 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 13:

A portion of the Southeast Quarter Southwest Quarter of Section 6,
Township 4 North, Range 46 East, B.M., Teton County, Idaho, being
further described as:

From the Northeast Corner of the Southeast Quarter Southwest
Quarter of said Section 6, thence S 00°23'54"E, 223.58 Feet and N
89°19'58"W, 200.00 Feet to the Point of Beginning; thence S
00°23'54"E, 1101.97 Feet to a point on the South line of the
Southeast Quarter Southwest Quarter of said Section 6; thence N
89°18'48"W, 1109.88 Feet along the South line of the Southeast
Quarter Southwest Quarter of said Section 6; thence North, 1101.48
Feet to a point; thence S 89°19'58"E, 1102.21 Feet to the Point of
Beginning.

*According to Instrument Number 172239 recorded in the
Teton County, Idaho Clerk's Office.*

Parcel 14:

Commencing at the NE corner of the S1/2SW1/4 of Section 36, Twp. 5 N.,
Rge. 45 E.B.M., and running thence West 122 rods; thence South 80 rods;
thence East 122 rods; and thence North 80 rods to the point of beginning.

*According to Instrument Number 112073 recorded in the Teton County,
Idaho Clerk's Office.*

Gilroy Farms (Continued)***Parcel 15:***

The E1/2N1/2 of Lot 1 of Section 1, Township 4N, Range 45E, Boise Meridian, Teton County, Idaho.

According to Instrument Number 140988 recorded in the Teton County, Idaho Clerk's Office.

Parcel 16:

The E1/2N1/2 of Lot 2 of Section 1, Township 4N, Range 45E, Boise Meridian, Teton County, Idaho.

According to Instrument Number 140989 recorded in the Teton County, Idaho Clerk's Office.

Darby One (1) Acre:

A portion of the Southeast Quarter Southwest Quarter of Section 6, Township 4 North, Range 46 East, B.M., Teton County, Idaho, being further described as:

From the Northeast Corner of the Southeast Quarter Southwest Quarter of said Section 6, thence S 00°23'54"E, 441.42 Feet along the East line of the Southeast Quarter Southwest Quarter of said Section 6 to the Point of Beginning; thence S 00°23'54"E, 217.84 Feet further along the East line of the Southeast Quarter Southwest Quarter of said Section 6 to a point; thence N 89°19'58"W, 200.00 Feet to a point; thence N 00°23'54"W, 217.84 feet to a point; thence S 89°19'58"E, 200.00 feet to the Point of Beginning.

According to Instrument Number 172242 recorded in the Teton County, Idaho Clerk's Office.

ACCOMPANYING NARRATIVE

APPLICATION: Amended Subdivision Plat

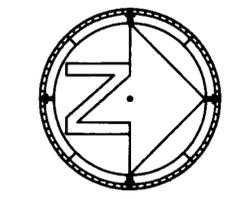
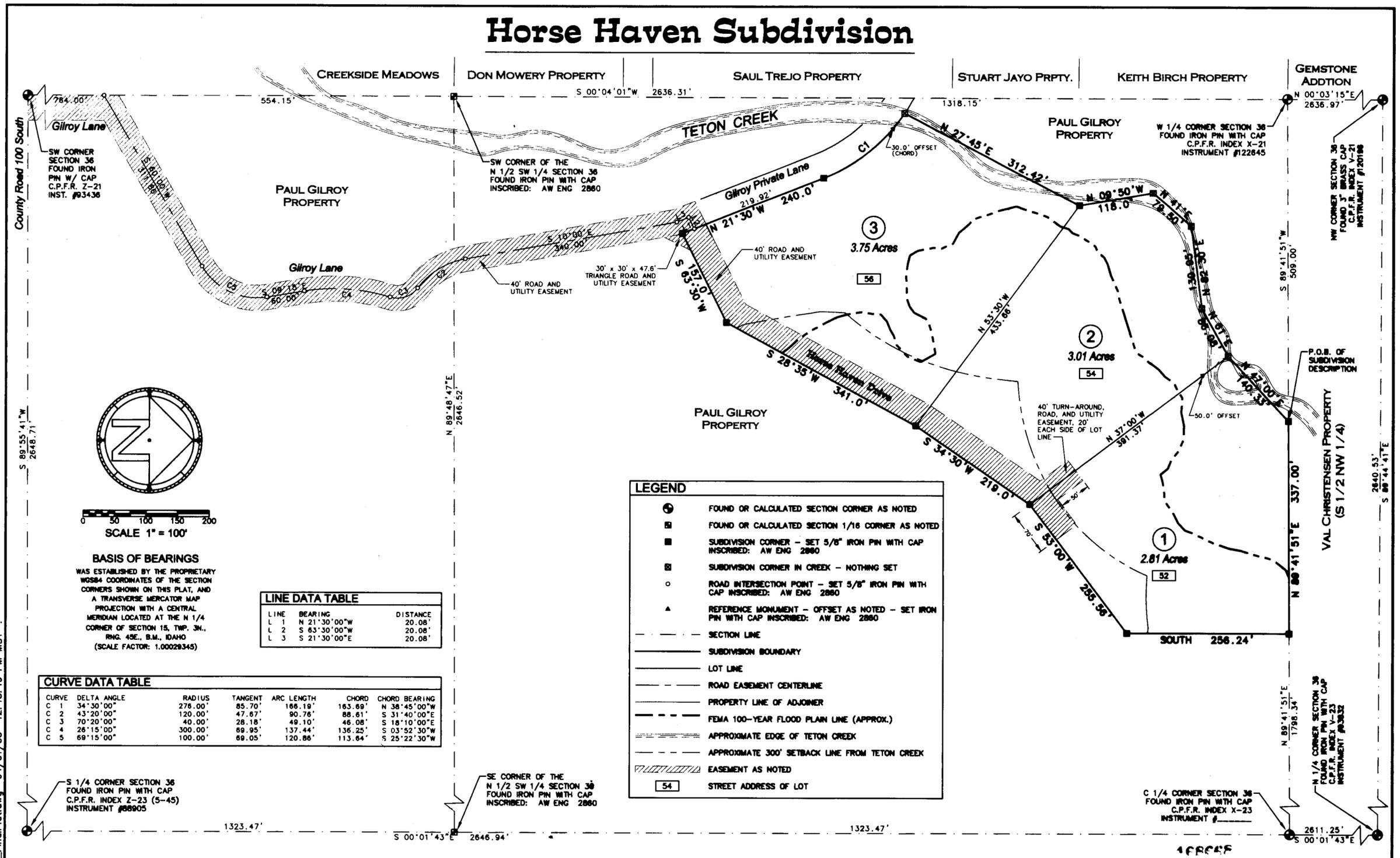
APPLICANT: Paul Grant Gilroy Trust u/a/d March 29, 2011

Paul Gilroy, Trustee

The purpose of the proposed amended subdivision plat is to create a conservation easement for the Teton Regional land trust with a part of the land that is currently platted as the Horse Haven Subdivision, Instrument # 168668 in the records of the Clerk of Teton County, Idaho.

The proposed amendment reduces the number of lots from three lots to two lots, reconfiguring the two lots into one to 3.56 and one 6.01 acre lot. A total acreage of 116.73 acres would then be encompassed in the conservation easement.

Horse Haven Subdivision



BASIS OF BEARINGS
 WAS ESTABLISHED BY THE PROPRIETARY
 NAD83 COORDINATES OF THE SECTION
 CORNERS SHOWN ON THIS PLAT, AND
 A TRANSVERSE MERCATOR MAP
 PROJECTION WITH A CENTRAL
 MERIDIAN LOCATED AT THE N 1/4
 CORNER OF SECTION 15, TWP. 5N.,
 RNG. 45E., B.M., IDAHO
 (SCALE FACTOR: 1.00029345)

LINE	BEARING	DISTANCE
L 1	N 21°30'00"W	20.08'
L 2	S 63°30'00"W	20.08'
L 3	S 21°30'00"E	20.08'

CURVE	DELTA ANGLE	RADIUS	TANGENT	ARC LENGTH	CHORD	CHORD BEARING
C 1	34°30'00"	276.00'	85.70'	166.19'	163.69'	N 38°45'00"W
C 2	43°20'00"	120.00'	47.67'	90.76'	88.61'	S 31°40'00"E
C 3	70°20'00"	40.00'	28.18'	49.10'	46.08'	S 18°10'00"E
C 4	26°15'00"	300.00'	69.95'	137.44'	136.25'	S 03°52'30"W
C 5	69°15'00"	100.00'	69.05'	120.86'	113.64'	S 25°22'30"W

	FOUND OR CALCULATED SECTION CORNER AS NOTED
	FOUND OR CALCULATED SECTION 1/16 CORNER AS NOTED
	SUBDIVISION CORNER - SET 5/8" IRON PIN WITH CAP INSCRIBED: AW ENG 2880
	SUBDIVISION CORNER IN CREEK - NOTHING SET
	ROAD INTERSECTION POINT - SET 5/8" IRON PIN WITH CAP INSCRIBED: AW ENG 2880
	REFERENCE MONUMENT - OFFSET AS NOTED - SET IRON PIN WITH CAP INSCRIBED: AW ENG 2880
	SECTION LINE
	SUBDIVISION BOUNDARY
	LOT LINE
	ROAD EASEMENT CENTERLINE
	PROPERTY LINE OF ADJOINER
	FEMA 100-YEAR FLOOD PLAIN LINE (APPROX.)
	APPROXIMATE EDGE OF TETON CREEK
	APPROXIMATE 300' SETBACK LINE FROM TETON CREEK
	EASEMENT AS NOTED
	STREET ADDRESS OF LOT

ACRES IN LOTS	9.57
NUMBER OF LOTS	3
AVERAGE LOT SIZE	3.19
TOTAL ACRES IN SUBDIVISION	9.57

SURVEYOR'S CERTIFICATE

I, ARNOLD W. WOOLSTENHAME, BEING A REGISTERED LAND SURVEYOR / ENGINEER IN THE STATE OF IDAHO, No. 2880, DO HEREBY CERTIFY THAT I DID CAUSE THE SURVEY OF THE TRACT OF LAND AS HEREIN PLATTED AND DESCRIBED.



FINAL PLAT:

Horse Haven Subdivision

PART OF THE W 1/2 SW 1/4 SECTION 36, TWP. 5N.,
 RNG. 45E., B.M., TETON COUNTY, IDAHO

PAUL GILROY 75 South Baseline Road Driggs, ID 83422 (307) 733-4314	AW Engineering 255 South Main P.O. Box 199 Victor, Idaho 83453 (200) 787-2952 aweng@arv.net
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PROJECT NO. 2002 - 194 SHEET 1 OF 2 SECTION 36

SURVEYED CLC	11/02	HORSEHW.DAT	DRAWN NLC	03/21/05	2002-194_FinalPlat.dwg	REVISED NLC	04/01/05
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PLANNING AND ZONING APPROVAL

PRESENTED TO THE CITY OF DRIGGS PLANNING AND ZONING COMMISSION ON THE FOLLOWING DATE AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED.

Chairman, Planning and Zoning: Anna M. Nealey, Date: 04-28-05

CITY OF DRIGGS APPROVAL

PRESENTED TO THE CITY COUNCIL OF DRIGGS, IDAHO, ON THE FOLLOWING DATE AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED, IN ACCORDANCE WITH IDAHO CODE 50-1308.

Mayor, City of Driggs: Kevin B. Christensen, Date: 4-28-05; City Clerk: Deborah Wood, Date: 4-28-05

ASSESSOR'S CERTIFICATE

PRESENTED TO THE TETON COUNTY ASSESSOR ON THE FOLLOWING DATE FOR APPROVAL AND ACCEPTANCE.

County Assessor: Denny Thomas, Date: 4-27-05

TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL TAXES DUE HAVE BEEN PAID ON THE TRACT OF LAND AS SHOWN ON THIS PLAT.

County Treasurer: Dennis C. Deter, Date: 4-27-05

TETON COUNTY FIRE MARSHALL

I HEREBY CERTIFY THAT THE PROVISIONS FOR FIRE PROTECTION FOR THIS PLAT MEET THE TETON COUNTY FIRE CODE AND HAVE BEEN APPROVED BY MY DEPARTMENT.

Teton County Fire Marshall: [Signature], Date: 4/29/05

COMMISSIONERS' CERTIFICATE

PRESENTED TO THE TETON COUNTY BOARD OF COMMISSIONERS ON THE FOLLOWING DATE AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED.

Chairman, County Commissioners: [Signature], Date: 6-14-05

NOTE: TETON COUNTY WILL NOT BE HELD RESPONSIBLE FOR THE CONSTRUCTION OR MAINTENANCE OF ANY NATURE OF ANY STREET, ALLEY, OR ROAD WITHIN THIS SUBDIVISION.

CERTIFICATE OF REVIEW

I, THE UNDERSIGNED, BEING A LICENSED SURVEYOR IN THE STATE OF IDAHO, DO HEREBY CERTIFY THAT I HAVE REVIEWED THIS PLAT AND FIND THAT IT COMPLIES WITH THE STATE OF IDAHO CODE RELATING TO PLATS AND SURVEYS.

Professional Land Surveyor: [Signature], Date: 4-18-05; State of Idaho Seal: Dale J. Robinson, 9303

HEALTH DEPARTMENT CERTIFICATE

I HEREBY CERTIFY THAT SANITARY RESTRICTIONS AS DESCRIBED IN SECTIONS 50-1328-29, IDAHO CODE, HAVE BEEN SATISFIED AND THIS PLAT IS HEREBY APPROVED BY THIS DEPARTMENT FOR RECORDING.

District 7 Health Department: [Signature], Date: 4-28-05

OWNER'S CERTIFICATE

BE IT KNOWN THAT I, THE UNDERSIGNED OWNER OF THE SUBDIVISION OF LAND AS HEREIN PLATED AND DESCRIBED, CERTIFY THAT IT IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF SAID OWNER AND PROPRIETOR OF SAID DESCRIBED LANDS:

THAT THE NAME OF THE SUBDIVISION SHALL BE HORSE HAVEN; ACCESS TO THE SUBDIVISION SHALL BE FROM COUNTY ROAD 100 SOUTH ALONG GILROY LANE, A PRIVATE ROAD, TO A 40 FOOT PRIVATE ROAD AND UTILITY EASEMENT TO BE KNOWN AS HORSE HAVEN DRIVE, WITH RIGHTS OF INGRESS AND EGRESS GRANTED TO EACH LOT, AND TO PAUL GILROY TO ACCESS HIS REMAINING PROPERTY IN SAID SECTION 36, TWP. 5, RING. 45E.; THAT RIGHTS OF ACCESS ON HORSE HAVEN DRIVE ARE GRANTED FOR NORMAL SERVICES; THAT THE SUBDIVISION IS SUBJECT TO THE COVENANTS AND RESTRICTIONS THAT ARE FILED CONCURRENT WITH THIS PLAT; THAT THE SUBDIVISION IS SUBJECT TO ANY RIGHTS-OF-WAY OR EASEMENTS OF RIGHT OR RECORD AND AS DEDICATED BY THIS PLAT; THAT THE OWNER/DEVELOPER SHALL MAINTAIN GILROY LANE WITH THE LOT OWNERS PAYING THEIR PROPORTIONATE SHARE; THAT THE LOT OWNERS WILL BE RESPONSIBLE FOR SNOW PLOWING AND MAINTENANCE OF HORSE HAVEN DRIVE; THAT THE SUBDIVISION IS SUBJECT TO THE RIGHT TO FARM ACT STATED IN IDAHO CODE SECTION 22-4500 AND DOES RECOGNIZE THE NEIGHBORING FARM LAND UNDER THIS LAW; THAT THIS SUBDIVISION WILL HAVE LIMITED OUTSIDE LIGHTING AS REQUIRED UNDER COUNTY DARK SKY ORDINANCE.

DESCRIPTION OF LANDS BEING DIVIDED: A PART OF THE NW 1/4 SW 1/4 SECTION 36, TWP. 5N., RING. 45E., B.M., TETON COUNTY, IDAHO, BEING FURTHER DESCRIBED AS: FROM THE W 1/4 CORNER OF SAID SECTION 36, THENCE N 88°41'51"E, 509.00 FEET ALONG THE NORTH LINE OF THE SW 1/4 TO THE POINT OF BEGINNING; THENCE N 88°41'51"E, 337.00 FEET FURTHER ALONG THE NORTH LINE OF THE SW 1/4 TO A POINT; THENCE SOUTH, 286.24 FEET TO A POINT; THENCE S 53°00'00"W, 258.56 FEET TO A POINT; THENCE S 34°30'00"W, 219.00 FEET TO A POINT; THENCE S 28°35'00"W, 341.00 FEET TO A POINT; THENCE S 83°30'00"W, 157.00 FEET TO A POINT; THENCE N 21°30'00"W, 240.00 FEET TO A POINT; THENCE 186.18 FEET ALONG A 278.00 FOOT RADIUS CURVE TO THE LEFT, HAVING A CENTRAL ANGLE OF 34°30'00" AND A CHORD BEARING N 36°45'00"W, 183.89 FEET TO A POINT; THENCE N 27°45'00"E, 312.42 FEET TO A POINT; THENCE N 09°50'00"W, 118.00 FEET TO A POINT; THENCE N 41°00'00"E, 78.50 FEET TO A POINT; THENCE N 82°30'00"E, 130.85 FEET TO A POINT; THENCE N 81°00'00"E, 86.08 FEET TO A POINT; THENCE N 47°00'00"E, 140.33 FEET TO THE POINT OF BEGINNING.

CONTAINS 9.57 ACRES, MORE OR LESS.

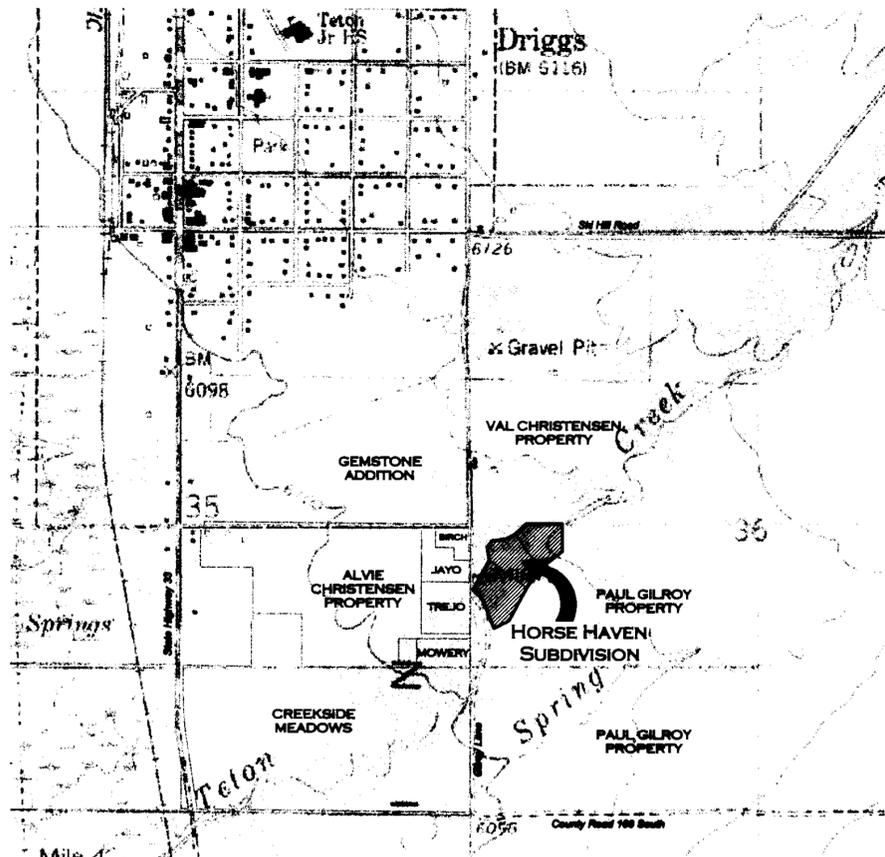
Paul Gilroy, State of Idaho, County of Teton

STATE OF Idaho, COUNTY OF Teton

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 27th DAY OF April, 2005 BY Paul Gilroy

WITNESS MY HAND AND OFFICIAL SEAL. Notary Public: Sharon H. Markert

MY COMMISSION EXPIRES: 10-15-2008



VICINITY MAP

SECTIONS 35 & 36, TWP. 5N., RING. 45E., B.M., TETON COUNTY, IDAHO. SCALE 1" = 1000'

WATER RIGHTS STATEMENT

HORSE HAVEN HAS WATER RIGHTS VIA THE SPRING CREEK CANAL SYSTEM. WATER RIGHTS WILL BE AVAILABLE TO THE LOT OWNERS, BUT NO MEANS OF CONVEYANCE IS PROVIDED BY THE DEVELOPER. THERE WILL BE ONLY LIMITED IRRIGATION AVAILABLE VIA LOT OWNER'S INDIVIDUAL WELLS.

FLOOD PLAIN STATEMENT

PORTIONS OF THIS PROJECT LIE IN THE 100 YEAR FEMA FLOOD PLAIN. ANY STRUCTURE PROPOSED TO BE BUILT IN THE FEMA FLOOD PLAIN WILL REQUIRE FEMA, CITY, AND COUNTY APPROVAL.

RECORDER'S CERTIFICATE

STATE OF IDAHO, COUNTY OF TETON

I DO HEREBY CERTIFY THAT THIS PLAT WAS FILED THIS 20th DAY OF April, 2005, AT [Location], AT THE REQUEST OF INSTRUMENT NUMBER [Number]

COUNTY RECORDER

SURVEYOR'S CERTIFICATE

I, ARNOLD W. WOOLSTENHULME, BEING A REGISTERED LAND SURVEYOR / ENGINEER IN THE STATE OF IDAHO, No. 2880, DO HEREBY CERTIFY THAT I DID CAUSE THE SURVEY OF THE TRACT OF LAND AS HEREIN PLATED AND DESCRIBED.



DEVELOPMENT NOTES

Table with 2 columns: Description and Value. Includes rows for Development Zoned (R-1), Proposed Sewer System (Individual Sewer Systems), Proposed Water System (Individual Wells), Proposed Solid Waste Disposal (Voorhees Sanitation), Existing Use of Land (Agricultural), and Building Setbacks (Front 20', Rear 20', Side 10', Natural Streams 100').

Horse Haven Subdivision

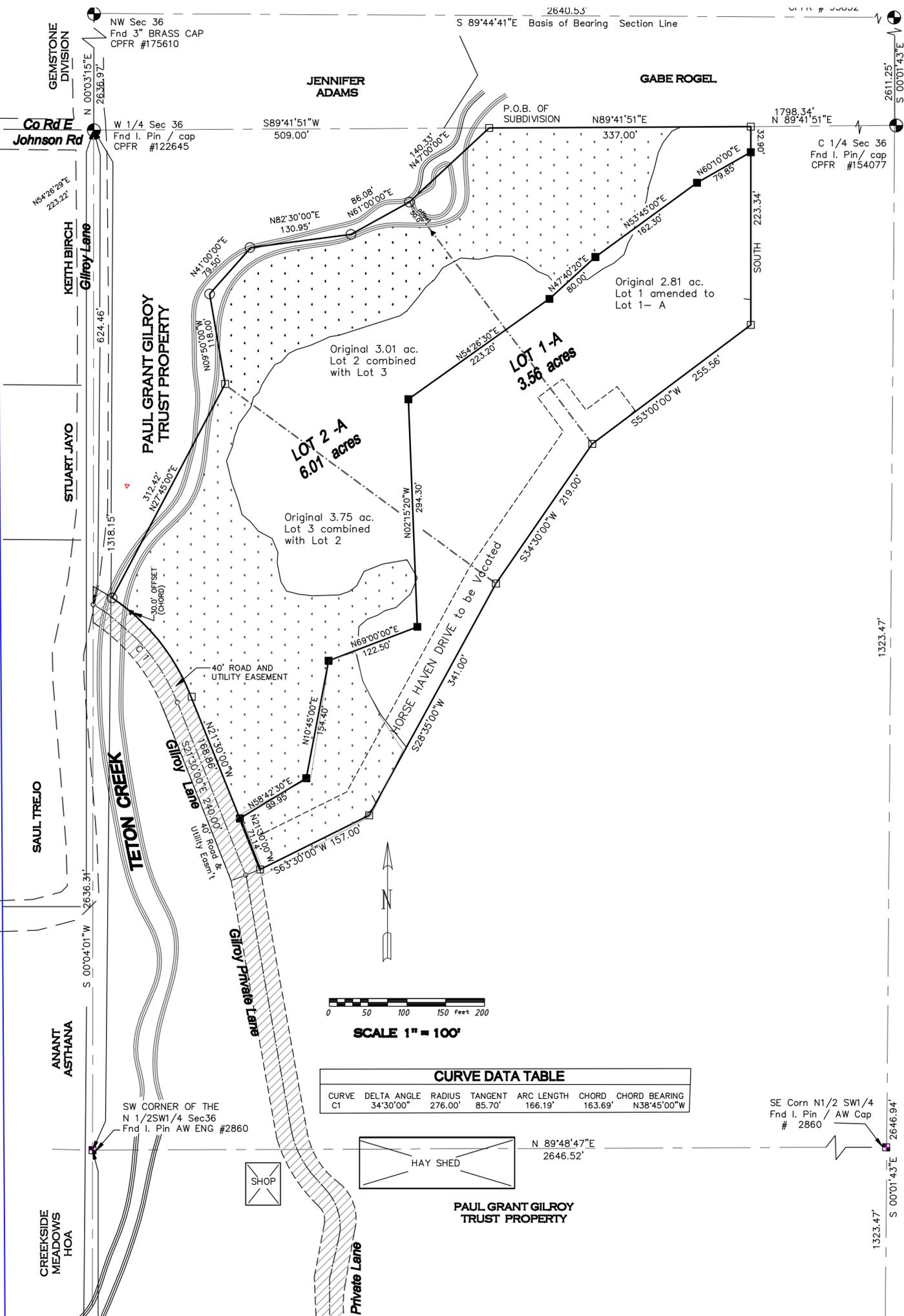
PART OF THE W 1/2 SW 1/4 SECTION 36, TWP. 5N., RING. 45E., B.M., TETON COUNTY, IDAHO

PAUL GILROY, 75 South Baseline Road, Driggs, ID 83422, (307) 733-4314



PROJECT NO. 2002 - 194, SHEET 2 OF 2, SECTION 36

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SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13 HAVE BEEN SATISFIED. SANITARY RESTRICTIONS MAY BE REIMPOSED, IN ACCORDANCE WITH SEC. 50-1326, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL.

DISTRICT HEALTH DEPARTMENT, EHS _____ 2016

TREASURER'S CERTIFICATE
I, THE UNDERSIGNED TETON COUNTY, IDAHO TREASURER, HAVE REVIEWED THIS PLAT PER REQUIREMENTS OF IDAHO CODE 50-1308, AND DO HEREBY CERTIFY THAT ALL COUNTY TAXES FOR THE PROPERTY SHOWN AND DESCRIBED ON THIS AMENDED SUBDIVISION PLAT ARE CURRENT.

TETON COUNTY TREASURER _____ 2016

ASSESSOR'S CERTIFICATE
I, THE UNDERSIGNED TETON COUNTY, IDAHO ASSESSOR, HAVE REVIEWED THIS AMENDED PLAT PER THE REQUIREMENTS OF IDAHO CODE 50-1308, AND DO HEREBY CERTIFY THAT THE PLAT OF THE PROPERTY SHOWN & DESCRIBED ON THIS AMENDED PLAT MEETS COUNTY AND STATE CODE.

TETON COUNTY ASSESSOR _____ 2016

TETON COUNTY FIRE MARSHAL
I HEREBY CERTIFY THAT THE PROVISIONS FOR FIRE PROTECTION FOR THIS PLAT MEET THE TETON COUNTY FIRE CODE AND HAVE BEEN APPROVED BY MY DEPARTMENT.

TETON COUNTY FIRE MARSHAL _____ 2016

OWNER'S CERTIFICATE
I, THE UNDERSIGNED TRUSTEE OF THE PAUL GRANT GILROY TRUST, BEING THE OWNER AND PROPRIETOR OF THE LANDS SHOWN & DESCRIBED HEREON, CERTIFY THAT THE FOREGOING AMENDED SUBDIVISION PLAT, AMENDING THE BOUNDARY OF LOT 1, AMENDING BOUNDARY OF LOTS 2 & 3 AND COMBINING INTO LOT 2, AND VACATING HORSE HAVEN DRIVE AS SHOWN HEREON, IS WITH MY FREE CONSENT AND IN ACCORDANCE WITH MY DESIRES.

PAUL GRANT GILROY--TRUSTEE for Paul Grant Gilroy Trust _____ 2016

STATE OF _____)
COUNTY OF _____)

ON THIS DAY _____ OF _____ 2016, BEFORE ME A NOTARY PUBLIC IN AND FOR THE STATE OF IDAHO, PERSONALLY APPEARED PAUL GRANT GILROY, IDENTIFIED TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THIS INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.

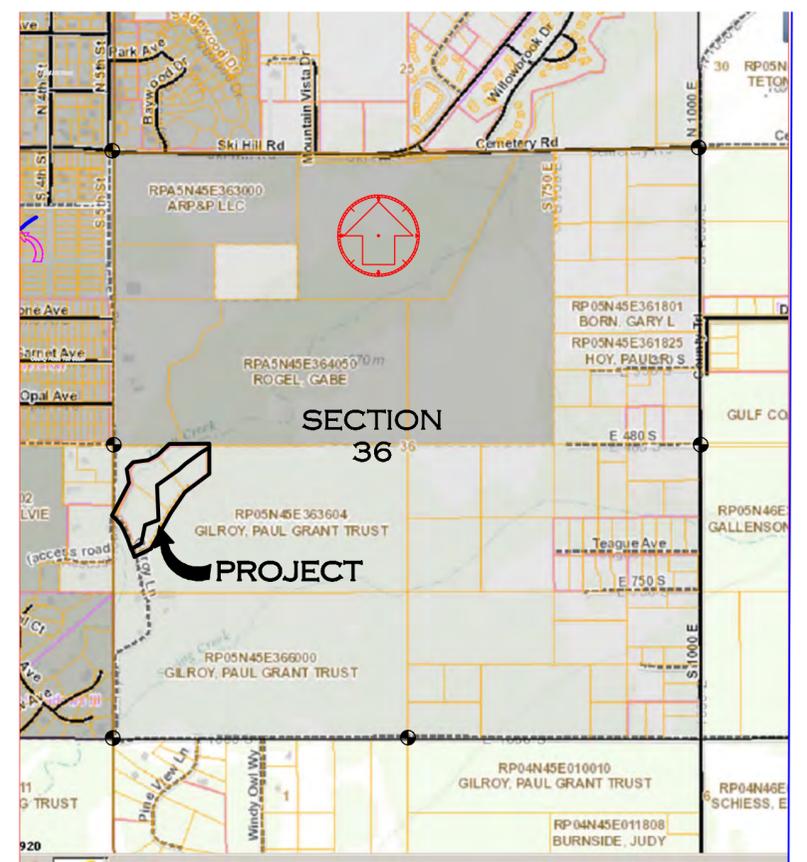
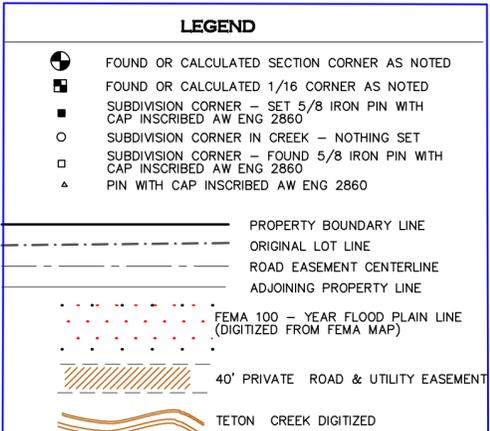
NOTARY PUBLIC _____
RESIDING AT _____
COMMISSION EXPIRES _____

SURVEYOR'S CERTIFICATE
I, ARNOLD WOOLSTENHULME BEING A LICENSED LAND SURVEYOR/ENGINEER IN THE STATE OF IDAHO #2860, DO HEREBY CERTIFY THAT I DID CAUSE THE SURVEY TO AMEND HORSE HAVEN SUBDIVISION PLAT # 168668, BY MODIFYING OF LOT BOUNDARIES AND COMBINING LOTS 2 & 3 INTO LOT 2, AS HEREON PLATTED AND DESCRIBED.

ARNOLD WOOLSTENHULME SURVEYOR _____ 2016

SUBDIVISION BOUNDARY DESCRIPTION

THE LAND WITHIN THE HORSEHAVEN SUBDIVISION BOUNDARY SHOWN ON PLAT # 168668 AS FILED IN TETON COUNTY, IDAHO AND BEING FURTHER DESCRIBED AS:
FROM THE WEST 1/4 CORNER OF SEC. 36, TWP. 5N, R.45E, B.M., TETON COUNTY, IDAHO, N 89°41'51"E ALONG THE NORTH LINE OF THE SW 1/4 OF SECTION 36, 509.00 FEET TO THE POINT OF BEGINNING;
THENCE CONTINUING N 89°41'51"E, 337.00 FEET TO A POINT;
THENCE SOUTH, 256.24 FEET TO A POINT; THENCE S 53°00'00"W, 255.56 FEET TO A POINT;
THENCE S 34°30'00"W, 219.00 FEET TO A POINT; THENCE S 28°35'00"W, 341.00 FEET TO A POINT;
THENCE S 63°30'00"W, 157.00 FEET TO A POINT; THENCE N 21°30'00"W, 71.14 FEET TO A POINT;
THENCE N 21°30'00"W, 168.86 FEET TO A POINT;
THENCE 166.19 FEET ALONG A 276.00 FOOT RADIUS CURVE TO LEFT, WITH A CENTRAL ANGLE OF 34°30'00" AND A 163.69 FOOT CHORD THAT BEARS N 38°45'00"W;
THENCE N 27°45'00"E, 312.42 FEET TO A POINT; THENCE N 09°50'00"W, 118.00 FEET TO A POINT;
THENCE N 41°00'00"E, 79.50 FEET TO A POINT; THENCE N 82°30'00"E, 130.95 FEET TO A POINT;
THENCE N 61°00'00"E, 86.08 FEET TO A POINT;
THENCE N 47°00'00"E 140.33 FEET TO THE POINT OF BEGINNING.
CONTAINS 9.57 ACRES



CERTIFICATE OF PLAT REVIEW
I, THE UNDERSIGNED, BEING A LICENSED SURVEYOR IN THE STATE OF IDAHO, DO HEREBY CERTIFY THAT I HAVE REVIEWED THIS PLAT AND FIND THAT IT IS CORRECT AND ACCEPTABLE AS PER IDAHO CODE 50-1305, AND APPROVED THIS PLAT TO BE RECORDED.

TETON COUNTY PLAT REVIEW SURVEYOR _____ 2016

PLANNING AND ZONING APPROVAL
PRESENTED TO THE TETON COUNTY PLANNING AND ZONING ADMINISTRATOR ON THE FOLLOWING DATE AT WHICH TIME THIS AMENDED SUBDIVISION PLAT WAS APPROVED AND ACCEPTED.

ADMINISTRATOR, PLANNING AND ZONING _____ 2016

TETON COUNTY COMMISSIONERS
PRESENTED TO THE TETON COUNTY BOARD OF COUNTY COMMISSIONERS ON THE FOLLOWING DATE AT WHICH TIME THE HORSE HAVEN DRIVE ROAD AS SHOWN ON HORSE HAVEN SUBDIVISION PLAT # 168668, PLAT IS VACATED AND THIS AMENDED SUBDIVISION PLAT WAS APPROVED AND ACCEPTED FOR FILING.

CHAIRMAN TETON COUNTY COMMISSIONERS _____ 2016

RECORDER'S CERTIFICATE

AMENDED SUBDIVISION
HORSE HAVEN SUBDIVISION AMENDED - LOTS 1-3
Amending Horse Haven subdivision Plat # 168668

PART OF THE WEST 1/4 SW 1/4 OF SECTION 36, T5N, R. 45 E., B.M., TETON Co. Id. AMEND LOT 1 BOUNDARY FROM ORIGINAL PLAT INST. # 168668, COMBINE & ADJUST BOUNDARY TO LOTS 2 & 3 INTO LOT 2, VACATING HORSE HAVEN DRIVE.

CLIENT:
PAUL GILROY
P.O. BOX 222
WILSON, WY 83014

AW ENGINEERING
255 SOUTH MAIN P.O. BOX 139
VICTOR, IDAHO 83455
(208) 787-2952 aweng@ida.net

REV: TRT: 06/22/16 AW: 07/01/16
SURVEY: 03/2016 DWG: 2016-041
PROJ: HORSE HAVEN SUB TRT: 06/27/16

2016-041 AMEND SUB.DWG **PROJ # 2016-041**



FROM: Kristin Rader, Planning Administrator
TO: Board of County Commissioners
RE: Impact Fee Recreation Funds Request
MEETING: July 25, 2016

There has been a request made for the use of Impact Fee Funds by the Fair Board. This is intended to be a summary of the request and of the Capital Improvement Plan, which the request needs to be weighed against. The Impact Fee Advisory Committee reviewed this request on July 18, 2016 and recommended approval.

Request from the Teton County Fair Board - \$41,800

\$39,727.57 Available (as of 7-21-2016)

The Teton County Fair Board is requesting the funds to increase the capacity of the fair building by expanding the kitchen and septic facilities, including the addition of a bathroom. This increase in capacity is needed due to the increased demand for the Fair Building. In the attached request, the Fair Board addresses 3 improvements they are requesting to use Impact Fee Funds for. The Fair Board has also identified a list of additional improvements needed; however, the additional improvements are to correct a deficiency, not increase capacity, so they are not requesting impact fee funds for those improvements.

Page 42 of the Development Impact Fee Program/Capital Improvement Plan identifies the use of Recreational Impact Fee Funds. A large indoor arena was identified as the project to utilize impact fee funds. Pages 14-15 does describe in more detail the recreational needs, including the need for other fairground building facilities.

Idaho State Code §67-82 addresses the collection and use of impact fees.

67-8210(2): Expenditures of development impact fees shall be made only for the category of system improvements and within or for the benefit of the service area for which the development impact fee was imposed as shown by the capital improvements plan and as authorized in this chapter. Development impact fees shall not be used for any purpose other than system improvement costs to create additional improvements to serve new growth.

All of Teton County is identified as the service area in our Impact Fee Study and Ordinance. The improvement to fairground building facilities is identified in the Impact Fee Study as a Recreational Use. This request is to increase the capacity of the fairground facilities due to increased growth and demand.

Attachments:

1. Fair Board request with building designs (14 pages)
2. Impact Fee Fund Report (1 page)
3. Memo from Jason Boal about Fair Board Impact Fees from 5/2016 (2 pages)



May 26, 2016

**To: Teton County Planning
150 Courthouse Drive
Driggs, ID 83422**

**From: Katie Salsbury
Teton County, Idaho Fair Board**

Re: Impact Fee Advisory Committee

The fair board would like to make a formal request to use impact fee funds to increase the capacity of the fair building by expanding the kitchen and septic facilities. The fair building was constructed by volunteers in the 1980s and is used by 4-H, as the exhibit hall during fair, and rented out for parties, meetings and events year-round. As the population has increased in Teton County, the demand for this facility has also increased. In May 2015, the fair board updated our master plan and included a full remodel of the fair building as a top priority at the fairgrounds, due to the increased demand. We would like to use Impact Fee funds to make the following improvements to the building.

- 1) Expand the kitchen equipment offerings in the fair building to meet the increased demand and capacity of the fairgrounds. These additional items include a range hood, microwave, increased capacity ranges and ovens, two dishwashers and a hand washing station.
- 2) Expand the septic system that services the fair building to meet increased demand and capacity of the fair building.
- 3) Add one additional bathroom unit to meet increased demand and capacity of the fair building and provide an ADA restroom facility.

The cost of these items is estimated to be the following:

ITEM	COST
10' Range Hood w/ Fan	\$4,000
2 – Commercial Dishwashers	\$6,000
1 - Commercial Microwave	\$800
1 – Hood Sprinkler System	\$7,000
1 – Septic System	\$9,000
1 – Additional Bathroom Unit	\$15,000
TOTAL	\$41,800

Additional improvements are also specified in our plans:

- 1) upgrade the bathrooms so that they are ADA compliant and have new floors and fixtures
- 2) replace the exterior siding with red hardy board
- 3) fix the chimney
- 4) add windows and upgrade the office space for the fairground administrator
- 5) add two exterior shed roofs over the doorways to address snow piling up
- 6) replace the garage door with a sealed, insulated door with windows

We are pursuing other revenue sources for these items (Fair Board Funds, CHC grant, Tin Cup) and have the ability to phase any or all of these items as additional funds become available. We will be ready to break ground on the septic and kitchen improvements in the fall of 2016.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Katie Salisbury". The signature is written in black ink and features a large, elegant loop at the end of the name.

Katie Salisbury, Teton County Fair Board Chair

"The Teton County Fair Board strives to produce an exceptional county fair, administers the year round use of the fairgrounds, and brings the community together to preserve and promote our western heritage and rural traditions."

PROPOSED REMODEL
FOR
TETON COUNTY FAIR BUILDING
IN
DRIGGS, IDAHO



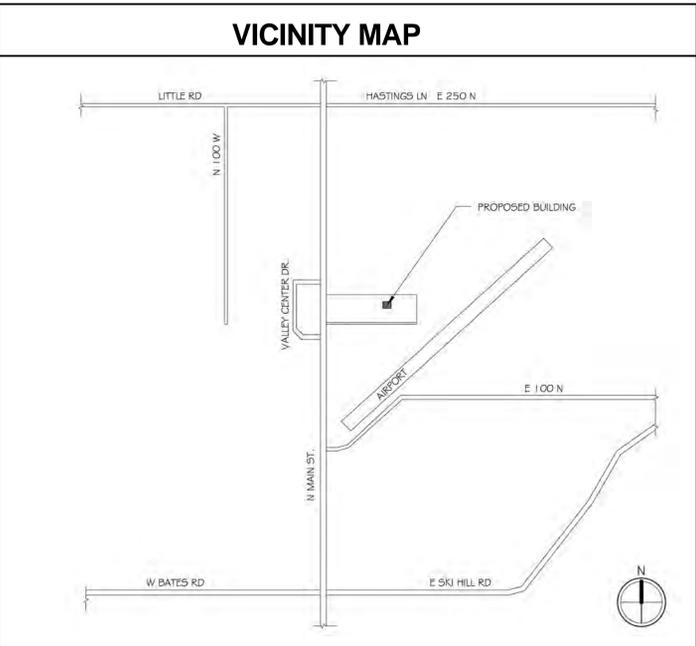
**FAIR BUILDING
REMODEL**
DRIGGS, IDAHO

ABBREVIATIONS	
ADJ.	ADJACENT
A.F.F.	ABOVE FINISHED FLOOR
ARCH	ARCHITECT
BBH	BASEBOARD HEATER
BRD	BOARD
BUNG	BLOCKING
BM	BEAM
B.O.	BOTTOM OF....
CHNL	CHANNEL
CLG	CEILING
C	CENTERLINE
CMU	CONCRETE MASONRY UNIT
COL	COLUMN
CONC	CONCRETE
DBL	DOUBLE
DIM	DIMENSION(S)
DWGS	DRAWINGS
DTL	DETAIL
DN	DOWN
EL	ELEVATION HEIGHT
ELEV	ELEVATION DRAWING
ELEC	ELECTRIC
F.F.	FINISHED FLOOR
FIN	FINISH
FLR	FLOOR
FDN	FOUNDATION
FRMG	FRAMING
FTC	FOOTING
G.C.	GENERAL CONTRACTOR
GLB	GLUE LAMINATED BEAM
G.L.	GLUE LAMINATED MEMBER
GYP BD	GYPSPUM WALL BOARD
HDR	HEADER
HORIZ	HORIZONTAL
HTR	HEATER
IBC	INTERNATIONAL BUILDING CODE
IRC	INTERNATIONAL RESIDENTIAL CODE
INSUL	INSULATION
INT	INTERIOR
JST	JOIST
MANUF.	MANUFACTURE(S)
MAX	MAXIMUM
MECH	MECHANICAL
MIN	MINIMUM
MTL	METAL
N.I.C.	NOT IN CONTRACT
OC	ON CENTER
F	PLATE
PLMBG	PLUMBING
PLUS	PLUS OR MINUS
FLYWD	PLYWOOD
P.T.	PRESSURE TREATED
RAD	RADIUS
REINP	REINFORCEMENT (ING)
RM	ROOM
SCHED	SCHEDULE
SHT	SHEET
SHT MTL	SHEET METAL
SIM	SIMILAR
STL	STEEL
STOR	STORAGE
STRUCT	STRUCTURAL
SUSP	SUSPENDED
TEMP	TEMPERED
T&G	TONGUE AND GROOVE
THRSHLD	THRESHOLD
T.O.	TOP OF
TYP	TYPICAL
VERT	VERTICAL
WP	WEATHERPROOF
WP GYP.	WATERPROOF GYPSPUM BD.
U.O.N.	UNLESS OTHERWISE NOTED

KEY LEGEND	
	BUILDING SECTION NUMBER
	SHEET NUMBER
	DETAIL NUMBER
	SHEET NUMBER
	INTERIOR ELEV. NUMBER
	SHEET NUMBER
	NORTH ARROW
	KEYNOTE
	ROOM NAME
	ROOM NUMBER
	WINDOW KEY
	DOOR KEY
	REVISIONS
	ELEVATION
	PLUMBING
	APPLIANCE
	EXTERIOR MATERIAL

DRAWING INDEX	SITE DATA
A001 TITLE SHEET	TETON COUNTY FAIRGROUNDS LOT 10 HATCH SUBDIVISION
A002 GENERAL NOTES	STREET ADDRESS: 1413 N HWY 33 Driggs, Idaho 83422
A003 ADA REQUIREMENTS	ZONING: CITY IMPACT AREA
A004 SITE PLAN	SITE AREA: 2.07 ACRES
D101 DEMOLITION FLOOR PLAN	SITE TOPOGRAPHY: FLAT
D201 DEMOLITION BUILDING ELEVATIONS	SETBACK REQUIREMENTS: N/A
D202 DEMOLITION BUILDING ELEVATIONS	
A101 NEW FLOOR PLAN	
A102 ROOF PLAN/DETAILS	
A201 NEW BUILDING ELEVATIONS	
A202 NEW BUILDING ELEVATIONS	
A301 INTERIOR ELEVATIONS	

CONSULTANTS	BUILDING DATA
ARCHITECT: STILLWATER DESIGN GROUP (208) 354-5335 45 E. LITTLE AVE P.O. BOX 15 DRIGGS, ID 83422	BUILDING SQ. FT: 5000
STRUCTURAL ENGINEER:	BUILDING TYPE: TYPE V
	SPRINKLERED: NOT REQUIRED
	HEIGHT TO RIDGE: N/A



Drawn by:	RK
Checked by:	RWC
Job no.	1607
CONSULTANTS	
Structural:	
Mechanical & Electrical:	
Civil Engineering:	
REVISIONS	
Date:	3/16/16

A001

TITLE SHEET

GENERAL NOTES - COMMERCIAL:

Division 01- General Requirements

- Stillwater Design Group (SDG) does not represent that these plans or specifications in connection therewith are suitable, or modified, for any site other than the one for which they were specifically prepared. SDG disclaims responsibility for these plans or specifications if they are used in whole or in part at any other site. General Contractor shall verify that only city or county approved construction documents are utilized for construction purposes.
- The Architectural Construction drawings and general notes delineate and describe only locations, dimensions, types of materials and general methods of assembling or fastening. They are not intended to specify particular products or other methods of application, except where specifically noted. Stillwater Design Group (SDG) assumes no responsibility for the selection, fabrication or installation of any specific material, product or method. Field observation visits by SDG representatives shall not be construed as inspection or approval of construction.
- The presence of Architect on the jobsite does not imply approval of the work. General Contractor must call specific items to the attention of Architect if he wishes to obtain Architect's approval.
- General Contractor must determine that all equipment specified will fit through existing doorways, corridors and openings before equipment is purchased and/or schedules the installation sequence to avoid conflicts.
- Contractor will work within the guidelines and standards set by OSHA and be licensed with the state in which the project is constructed.
- General Contractor shall inform Architect of any and all owner required changes or directives following Owner/Contractor conversations. General Contractor shall not proceed with Owner requested changes or directives without prior review from the Architect.
- Given dimensions take precedence over scale. Large scale details govern over small scale details. Contractor shall take extra caution to coordinate dimensions of structural drawings with architectural drawings prior to construction- verify discrepancies with Architect.
- Contractor shall store all building materials in accordance with Manufacturer's recommendations.
- Contractor is responsible for executing work in conformance with the latest editions of the International Building Code (IBC), latest additions of the NEC, NFPA and any local codes and ordinances applicable.
- General Contractor is responsible for verifying all dimensions, materials, schedules, etc. within the scope of the project, and report any discrepancies to Architect prior to continuing work. General Contractor must notify Architect immediately of conditions which require deviation from constructing the work as indicated in the contract documents.
- Each trade is responsible for inspection of service and to advise General Contractor, Architect, and Owner as to current condition, possible problems, and potential duties with respect to their trades.
- Temporary light and power supply for all construction shall be made available at the project site.
- Contractor shall coordinate all required inspections by County / City Building and Fire Departments and any other governing authorities having jurisdiction.
- Unless otherwise noted, all plan dimensions are taken to the edge of rough framing and centerline of columns.
- General Contractor must obtain all required building permits and agency approvals.
- General Contractor must comply with the rules of the subdivision, the County / City and the direction of the Owners for construction procedures, use of premises, access to the project and trash removal.
- For construction during winter conditions, contractor shall have all snow & ice removed from all exposed floor & roof sheathing to prevent moisture damage and/or deterioration to exposed materials, removal shall occur daily.

Division 02- Sitework

- General Contractor must inspect the site before beginning work and identify conflicts or inconsistencies between the contract documents and existing conditions.
 - All grading activities shall be constructed to the lines and grades as staked on the ground by the project surveyor. Any disturbed soil is to be finish graded and raked to achieve a uniform surface. All finish grade to be free of rocks and solid debris greater than 3/4" diameter and consisting of native soil characteristics. No twigs, sticks, or other non-soil material shall be included in the final grade being prepared for final landscaping.
 - Contractor shall provide all temporary utilities, including electricity necessary for construction and temporary septic facilities, which shall be maintained on site for the duration of construction.
 - Install utilities in accordance with utility company requirements. General Contractor is responsible for coordination, tapping into, installation and verifying location of all necessary site utilities including power, water, sanitary, cable, phone, etc. General Contractor to coordinate all utility fees and services with the owner.
 - Contractor and Subcontractors shall make every reasonable effort to minimize disturbing the land and save as many existing trees and vegetation as possible.
 - General Contractor must verify all existing site dimensions and conditions.
 - All excess excavated material to be trucked off site with the exception of any necessary backfill material or potential landscaping material. Contractor to provide location to limit amount of site damage. Stockpile location to be determined by General Contractor and shall incorporate all erosion control methods and techniques as prescribed by governing agencies.
 - Caution: Underground utility locations are not guaranteed, nor is there any guarantee that all existing utilities (whether functional or abandoned) within the project area are shown on the drawings. Contractor shall determine the exact location of all underground utilities before starting work. Contractor shall be responsible for all damage resulting from Contractor's work.
- Contractor to coordinate and supervise trenching and installation of all utilities and services to and from building. General Contractor responsible for trenching, installation, and back filling of each utility as applicable to project. Such coordination shall include General Contractor's reasonable efforts to combine as many different utilities to common trenches as practicalities and good practice permit.

- All Construction debris is to be stockpiled neatly on site until disposal, which shall be done at the county landfill or recycling facility only. No debris is to be disposed of in local waste collection facilities. Final building staking and all required surveying to be performed by competent surveyor at Contractor's expense.
- Contractor to notify Architect of any problems with existing soil conditions as may be encountered during the construction of this project (primarily during excavation).
- Contractor shall restore all existing landscaping that is damaged due to construction.
- All soil materials shall be compacted in 6" to 8" lifts, unless otherwise noted, to prevent any settling of finish grade, walks, decks, drives, etc.
- Removal of existing trees and bushes on site, and any other organic material cleared for purposes of construction is Contractor's responsibility. Contractor shall get Owner's approval before removing trees, bushes or any other vegetation.
- Contractor to provide finish grading around perimeter of building for a distance of approximately 20 feet (not to extend beyond envelope building setback line or construction limit line). Finish grade to be a raked surface contoured to blend naturally with existing undisturbed grade where they meet. Minimum slope away from building shall be 1/8" per foot.
- All excavated fill and demolition debris is to be stockpiled in the areas designated on the site plan.
- Excavated topsoil to be restrained and used as final ground cover for all final grading and utility trenches, which shall be uniformly and thoroughly covered. Topsoil shall be defined as minimum 4" deep and free of debris, waste, frozen material, vegetation or other deleterious matter and containing not more than 10% sand, gravel or rocks - none of which may be larger than 3/4" in any direction.
- Provide cleaning and grubbing of existing vegetation, coordinate with Owner.
- Provide erosion control fencing and/or bales to protect adjacent vegetation and waterways.
- Provide compacting of existing soils and engineered fill to 95%, see structural drawings.
- Provide below slab gravel and bedding materials as indicated on structural drawings.
- Coordinate existing site conditions with Owner's representative.
- Coordinate locations and service entrance for all utilities with Owner's representative.
- Coordinate construction limits, staging and parking areas with Owner's representative.
- Provide temporary fencing to maintain construction personnel and equipment within construction limits.

Division 03- Concrete

- Comply with IBC 2012 Chapter 18 for Foundations.
- Provide control joints at all exterior concrete slabs as follows:
Walks - 6'-0" o.c. maximum, Patios- 8'-0"x12'-0" maximum uninterrupted slab, Drives- 8'-0"x12'-0" maximum uninterrupted slab.

Division 04- Masonry

- All Architectural veneer and wall coverings are to be attached to the supporting wall system per the requirements of the IBC 2012 Section 2101.2.6.

Division 05- Metals

- Provide structural steel connectors, embeds and miscellaneous steel fabrications as indicated on structural drawings.
- Comply with IBC 2012 Chapter 19 for reinforced concrete.
- Reinforcing steel: Refer to structural drawings for size and location.
- Steel: Provide new material only
- Note: See structural drawings for all structural components, connections, reinforcement, typ.

Division 06- Woods and Plastics

- Framing:
Construct all framing, plumb, true and rigid, ready to receive finish materials.
- Dimensional lumber shall comply with IBC 2012 Chapter 23. All lumber shall bear the stamp of an approved grading agency. (IBC 2012 Section 2303.1.1)
- Unexposed treated lumber/wood shall be borate treated. Exposed treated lumber/wood shall be ACQ treated lumber. (IBC 2012 Section 2303.2.6, 2303.2.7)
- Fasteners in contact w/ ACQ treated lumber/wood and borate treated shall be hot-dipped galvanized fasteners, see structural drawings for additional information or modifications. (IBC 2012 Section 2304.9.5.1)
- Fireblocking: Fireblocking may be of nominal 2" lumber, gypsum bd., cement fiberboard, mineral or glass fiber batts or blankets, or other approved material installed in such a manner as to remain securely in place, per code. (IBC 2012 Section 718.2.1)
 - Provide at concealed spaces of stud walls and partitions including furred spaces at the ceiling and floor levels and at maximum 10 ft. intervals both vertical and horizontal. (IBC 2012 Section 718.2.2)
 - Provide at all interconnections between concealed vertical and horizontal spaces such as soffits. (IBC 2012 Section 718.2.3)
 - Provide in openings and around vents, pipes, ducts, chimneys, fireplaces and similar openings which afford a passage for the fire at ceiling and floor levels, use non-combustible materials. (IBC 2012 Section 718.2.5)
 - The integrity of all fireblocking and draft stops shall be maintained. (IBC 2012 Section 718.2.1.4)

- Provide solid blocking at toilet paper holder, towel bar locations, ADA grab bars and all other wall mounted fixtures and cabinetry.
- Contractor to provide in wall blocking as necessary for all cabinets, casework, rails, accessories, fixtures, etc.
- Attic access not less than 20"x30", and shall be in a hallway or another easily accessible location. Provide 30" minimum unobstructed headroom in the attic space (IBC 2012 Section 1209.2).
- Provide minimum Crawl Space Access of 18"x24" (IBC 2012 Section 1209.1). See plans for additional information.
- Field verify all dimensions prior to construction of interior finishes.
- Install a sufficient number of fastenings, of a size and type appropriate to the materials to be joined, to provide rigid, secure joints and anchorage. The use of power actuated fastenings shall be in strict accordance with the manufacturer's recommendations and instructions, taking all safety precautions as recommended and/ or required by the governing official. See struct. drawings. (IBC 2012 Section 2304.9)
- All work shall have truly cut and closely fitted joints, firmly secured in place with nails, screws or bolts, as indicated on the plans and drawings, and in accordance with required good practice. Cuts in framing materials to admit other materials shall be braced or blocked securely to restore the stiffness of the member. (IBC 2012 Section 2304.9)
- Truss fabricator to provide shop dwgs. for review by Contractor and Architect prior to fabrication.
- All exterior plumbing & structural walls to be 2x6 construction U.O.N.- Verify all other walls with Floor Plans.

Division 07: Thermal and Moisture Protection

Attic ventilation Notes:

- The total net free ventilation shall not be less than 1/150 of the area of the space ventilated except that the total area is permitted to be reduced to 1/300 provided at least 50 percent (but no more than 80 percent) of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated with vapor barrier (IBC 2012 Section 1203.2).
- Enclosed attics and enclosed rafter spaces formed where ceilings are applied directly to the underside of the roof rafters shall have cross ventilation for each separate space by ventilating openings protected against the entrance of rain or snow (IBC 2012 Section 1203.2).
- Attic ventilation shall comply with IBC 2012 Section 1203.
- Provide spray insulation, rigid insulation and batt insulation as indicated on drawings.

Note:

- Provide foam insulation at all windows and doors.
 - Provide insulation at all recessed can fixtures to match insulation in roof cavity(typ.). Hold insul. away from fixture as req'd by Manuf.
- Coordinate chimney caps and all roof penetrations with Contractor prior to Construction. (IBC 2012 Section 1503)
 - Provide air infiltration barrier at exterior frame walls, "Tyvek, Typar or equal." (IBC 2012 Section 2603.5.2)
 - Provide bituthene ice and water shield adhesive as required.
 - Provide trowel grade damproofing at foundation. (IBC 2012 Section 1805)
 - Provide joint sealant and chinking where applicable.
 - Sheet Metal Work:
 - All flashing shall be bend formed or brake formed as required. All attachments shall be made as to assure a weathertight and watertight junction.
 - All roof mounted metal components, i.e. metal flashing and vents shall be painted to match color of adjacent finishes unless noted otherwise in construction documents.
 - Flashing shall be provided in valleys and around chimney. (IBC 2012 Section 1503)
 - All Flashing installation shall comply with SMACNA Standards.

Provide metal flashing and sheet metal gutters in compliance with I.B.C. 2012 Section 1503.2 and 1503.4.1

- Provide crawlspace ventilation as required by IBC 2012 Section 1203.2 and 1203.3, see mechanical plans if applicable for additional information.

Division 08: Doors, Windows and Glass

- Basements with habitable space and every sleeping room shall have at least one operable emergency escape and rescue window or exterior door opening for emergency escape and rescue. Where openings are provided as a means of escape, they shall have a sill height of not more than 44" above the floor (IBC 2012 Section 1029.3).
The minimum net clear opening height of a window shall be 24" (IBC 2012 Section 1029.2.1).
The minimum net clear opening width of a window shall be 20" (IBC 2012 Section 1029.2.1).
- All emergency escape and rescue openings shall have a minimum clear opening of 5.7 Sq. Ft. Exception: Grade floor openings shall have a minimum net clear opening of 5 Sq. Ft. (IBC 2012 Section 1029.2).
- All habitable rooms shall be provided with aggregate glazing area of not less than 8% of the floor area of such rooms (IBC 2012 Section 1205.2).
- Exterior doors with hinge pins exposed on the outside shall use hinges with non-removable pins or pin standard hinges to prevent removal of the door from exterior by removal of the hinge pins.
- Glass and Glazing:
All operable windows shall be of a type operable from the inside without the use of a key or special knowledge for its operation.
Refer to IBC 2012 Section 2406 for where glazing conditions shall require impact resistant glazing (tempered):
See plans for additional information.
- All window and door R.O.'s to be framed from supplier's cut sheets, and verified in field by Contractor.

Division 09: Finishes

- General Procedures:
Painting shall be performed by experienced, competent journeyman painter(s) in accordance with the best standards of practice in the trade. When complete the painting shall represent a first class workmanlike appearance.
Preparations of surfaces:
Wood: Sandpaper to smooth and even surface and remove all dust. After priming or stain coat has been applied thoroughly, fill all nail holes and other imperfections with spackle, tinted with primer or stain to match wood colors.
- Gypsum Board Substrate:
Water-resistant gypsum backer board shall not be permitted on ceiling where framing spacing does exceed 12" o.c. for 1/2" thick and 16" o.c. for 5/8" thick (IBC 2012 Section 2509.3).
Enclosed accessible space under stairs shall have walls under surface and any soffits on the enclosed side protected with minimum 5/8" Type 'X' gypsum board. (IBC 2012 Section 1009.9.3)
Gypsum Board:
5/8" Type 'X' gypsum board at walls and ceilings, typical.
Method and workmanship shall comply with the direction for "Single Layer System" contained in the United States Gypsum Company's "Handbook of Gypsum Drywall Construction" latest edition.

Division 10: Specialties

- Bathubs, shower floors and walls above bathtubs (with installed shower heads in shower compartments) shall be finished with a non-absorbent surface, such wall surfaces shall extend to a height of not less than 4'-0" above the floor (IBC 2012 Section 1210.2).

Division 11: Equipment

- Residential Appliances (to be determined by Owner).

Division 12: Furnishings

- To be determined by Owner.

Division 13: Special Construction

Refer to construction documents for specific requirements.

Division 14: Conveying Systems

- No Requirements

Division 15: Mechanical

- All systems shall be designed within the respective codes. Refer to mechanical engineering documents for specific information.

Division 16: Electrical

- All systems shall be designed within the respective codes. Refer to electrical engineering documents for specific information.

General Note:

Refer to attached structural drawings for all structural member sizes, structural connections and structural member spacing as well as other necessary specifications.

FAIR BUILDING
REMODEL
DRIGGS, IDAHO

Drawn by: RK
Checked by: RWC
Job no. 1607

CONSULTANTS

Structural:

Mechanical & Electrical:

Civil Engineering:

REVISIONS

Date: 3/16/16

A002

GENERAL NOTES



GENERAL AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES

NOTE: CONTACT ARCHITECT FOR CLARIFICATION OR ADDITIONAL GUIDELINES

305 Clear Floor or Ground Space

305.3 General. Clear floor or ground space shall comply with 305.
 305.2 Floor or Ground Surfaces. Floor or ground surfaces of a clear floor or ground space shall comply with 302. Changes in level are not permitted.
 EXCEPTION: Slopes not steeper than 1:48 shall be permitted.
 305.3.5 Size. The clear floor or ground space shall be 30 inches (760 mm) minimum by 48 inches (1220 mm) minimum.
 See **Figure 305.3** Clear Floor or Ground Space
 305.4 Knee and Toe Clearance. Unless otherwise specified, clear floor or ground space shall be permitted to include knee and toe clearance complying with 306.
 305.5 Position. Unless otherwise specified, clear floor or ground space shall be positioned for either forward or parallel approach to an element.
 See **Figure 305.5** Position of Clear Floor or Ground Space
 305.6 Approach. One full unobstructed side of the clear floor or ground space shall adjoin an accessible route or adjoin another clear floor or ground space.
 305.7 Maneuvering Clearance. Where a clear floor or ground space is located in an alcove or otherwise confined on all or part of three sides, additional maneuvering clearance shall be provided in accordance with 305.7.1 and 305.7.2.
 305.7.1 Forward Approach. Alcoves shall be 36 inches (915 mm) minimum where the depth exceeds 24 inches (610 mm).
 See **Figure 305.7.1** Maneuvering Clearance in an Alcove, Forward Approach
 305.7.2 Parallel Approach. Alcoves shall be 60 inches (1525 mm) wide minimum where the depth exceeds 15 inches (380 mm).
 306 Knee and Toe Clearance
 306.1 General. Where space beneath an element is included as part of clear floor or ground space or turning space, the space shall comply with 306. Additional space shall not be prohibited beneath an element but shall not be considered as part of the clear floor or ground space or turning space.
 Advisory 306.1 General. Clearances are measured in relation to the usable clear floor space, not necessarily to the vertical support for an element. When determining clearance under an object for required turning or maneuvering space, care should be taken to ensure the space is clear of any obstructions.
 306.2 Toe Clearance.
 306.2.1 General. Space under an element between the finish floor or ground and 9 inches (230 mm) above the finish floor or ground shall be considered toe clearance and shall comply with 306.2.
 306.2.2 Maximum Depth. Toe clearance shall extend 25 inches (635 mm) maximum under an element.
 306.2.3 Minimum Required Depth. Where toe clearance is required at an element as part of a clear floor space, the toe clearance shall extend 17 inches (430 mm) minimum under the element.
 306.2.4 Additional Clearance. Space extending greater than 6 inches (150 mm) beyond the available knee clearance at 9 inches (230 mm) above the finish floor or ground shall not be considered toe clearance.
 306.2.5 Width. Toe clearance shall be 30 inches (760 mm) wide minimum.
 See **Figure 306.2** Toe Clearance
 306.3 Knee Clearance
 306.3.1 General. Space under an element between 9 inches (230 mm) and 27 inches (685 mm) above the finish floor or ground shall be considered knee clearance and shall comply with 306.3.
 306.3.2 Maximum Depth. Knee clearance shall extend 25 inches (635 mm) maximum under an element at 9 inches (230 mm) above the finish floor or ground.
 306.3.3 Minimum Required Depth. Where knee clearance is required under an element as part of a clear floor space, the knee clearance shall be 11 inches (280 mm) deep minimum at 9 inches (230 mm) above the finish floor or ground, and 6 inches (205 mm) deep minimum at 27 inches (685 mm) above the finish floor or ground.
 306.3.4 Clearance Reduction. Between 9 inches (230 mm) and 27 inches (685 mm) above the finish floor or ground, the knee clearance shall be permitted to reduce at a rate of 1 inch (25 mm) in depth for each 6 inches (150 mm) in height.
 306.3.5 Width. Knee clearance shall be 30 inches (760 mm) wide minimum.
 See **Figure 306.3** Knee Clearance

Figure 305.3 Clear Floor or Ground Space

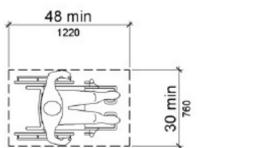


Figure 305.5 Position of Clear Floor or Ground Space

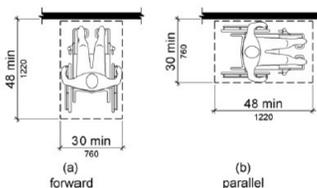


Figure 305.7.1 Maneuvering Clearance in an Alcove, Forward Approach

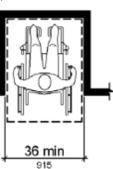


Figure 305.7.2 Maneuvering Clearance in an Alcove, Parallel Approach

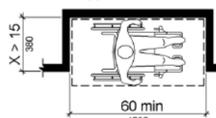


Figure 306.2 Toe Clearance

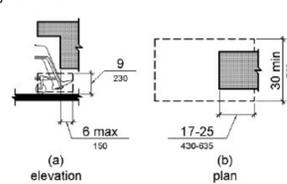


Figure 306.3 Knee Clearance

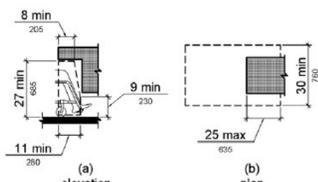


Figure 308.2.1 Unobstructed Forward Reach

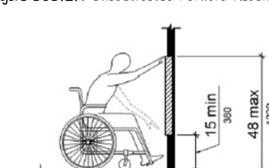


Figure 308.2.2 Obstructed High Forward Reach

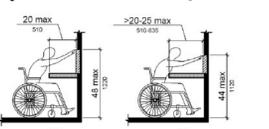


Figure 308.3.1 Unobstructed Side Reach

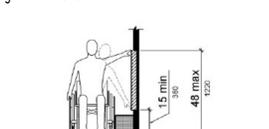
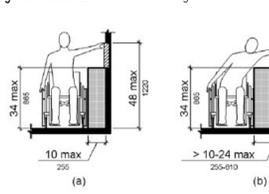


Figure 308.3.2 Obstructed High Side Reach



PAPER TOWEL AND SOAP DISPENSER HEIGHTS

308.2.1 Unobstructed. Where a forward reach is unobstructed, the high forward reach shall be 48 inches (1220 mm) maximum and the low forward reach shall be 15 inches (380 mm) minimum above the finish floor or ground.
 See **Figure 308.2.1** Unobstructed Forward Reach
 308.2.2 Obstructed High Reach. Where a high forward reach is over an obstruction, the clear floor space shall extend beneath the element for a distance not less than the required reach depth over the obstruction. The high forward reach shall be 48 inches (1220 mm) maximum where the reach depth is 20 inches (510 mm) maximum. Where the reach depth exceeds 20 inches (510 mm), the high forward reach shall be 44 inches (1120 mm) maximum and the reach depth shall be 25 inches (635 mm) maximum.
 See **Figure 308.2.2** Obstructed High Forward Reach
 308.3 Side Reach
 308.3.1 Unobstructed. Where a clear floor or ground space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 48 inches (1220 mm) maximum and the low side reach shall be 15 inches (380 mm) minimum above the finish floor or ground.
 EXCEPTIONS: 1. An obstruction shall be permitted between the clear floor or ground space and the element where the depth of the obstruction is 10 inches (255 mm) maximum.
 2. Operable parts of fuel dispensers shall be permitted to be 54 inches (1370 mm) maximum measured from the surface of the vehicular way where fuel dispensers are installed on existing curbs.
 See **Figure 308.3.1** Unobstructed Side Reach
 308.3.2 Obstructed High Reach. Where a clear floor or ground space allows a parallel approach to an element and the high side reach is over an obstruction, the height of the obstruction shall be 34 inches (865 mm) maximum and the depth of the obstruction shall be 24 inches (610 mm) maximum. The high side reach shall be 48 inches (1220 mm) maximum for a reach depth of 10 inches (255 mm) maximum. Where the reach depth exceeds 10 inches (255 mm), the high side reach shall be 46 inches (1170 mm) maximum for a reach depth of 24 inches (610 mm) maximum.
 EXCEPTIONS: 1. The top of washing machines and clothes dryers shall be permitted to be 36 inches (915 mm) maximum above the finish floor.
 2. Operable parts of fuel dispensers shall be permitted to be 54 inches (1370 mm) maximum measured from the surface of the vehicular way where fuel dispensers are installed on existing curbs.
 See **Figure 308.3.2** Obstructed High Side Reach
 G04 Water Closets and Toilet Compartments
 G04.1 General. Water closets and toilet compartments shall comply with G04.2 through G04.8.
 EXCEPTION: Water closets and toilet compartments for children's use shall be permitted to comply with G04.9.
 G04.2 Location. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 16 inches (405 mm) minimum and 18 inches (455 mm) maximum from the side wall or partition, except that the water closet shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum from the side wall or partition in the ambulatory accessible toilet compartment specified in G04.8.2. Water closets shall be arranged for a left-hand or right-hand approach.
 See **Figure G04.2** Water Closet Location
 G04.3 Clearance. Clearances around water closets and in toilet compartments shall comply with G04.3.
 G04.3.1 Size. Clearance around a water closet shall be 60 inches (1525 mm) minimum measured perpendicular from the side wall and 56 inches (1420 mm) minimum measured perpendicular from the rear wall.
 See **Figure G04.3.1** Size of Clearance at Water Closets
 G04.3.2 Overlap. The required clearance around the water closet shall be permitted to overlap the water closet, associated grab bars, dispensers, sanitary napkin disposal units, coat hooks, shelves, accessible routes, clear floor space and clearances required at other fixtures, and the turning space. No other fixtures or obstructions shall be located within the required water closet clearance.
 EXCEPTION: In residential dwelling units, a lavatory complying with G04 shall be permitted on the rear wall 1.5 inches (455 mm) minimum from the water closet centerline where the clearance at the water closet is 66 inches (1675 mm) minimum measured perpendicular from the rear wall.
 Advisory G04.3.2 Overlap. When the door to the toilet room is placed directly in front of the water closet, the water closet cannot overlap the required maneuvering clearance for the door inside the room.
 See **Figure G04.3.2** (Exception) Overlap of Water Closet Clearance in Residential Dwelling Units
 G04.4 Seats. The seat height of a water closet above the finish floor shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum measured to the top of the seat. Seats shall not be sprung to return to a lifted position.
 EXCEPTIONS: 1. A water closet in a toilet room for a single occupant accessed only through a private office and not for common use or public use shall not be required to comply with G04.4.
 2. In residential dwelling units, the height of water closets shall be permitted to be 15 inches (380 mm) minimum and 19 inches (485 mm) maximum above the finish floor measured to the top of the seat.
 G04.5 Grab Bars. Grab bars for water closets shall comply with G09. Grab bars shall be provided on the side wall closest to the water closet and on the rear wall.
 EXCEPTIONS: 1. Grab bars shall not be required to be installed in a toilet room for a single occupant accessed only through a private office and not for common use or public use provided that reinforcement has been installed in walls and located so as to permit the installation of grab bars complying with G04.5.
 2. In residential dwelling units, grab bars shall not be required to be installed in toilet or bathroom provided that reinforcement has been installed in walls and located so as to permit the installation of grab bars complying with G04.5.
 3. In detention or correction facilities, grab bars shall not be required to be installed in housing or holding cells that are specially designed without protrusions for purposes of suicide prevention.

Figure G04.3.1 Size of Clearance at Water Closets

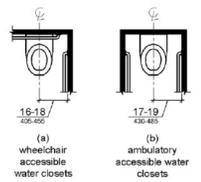


Figure G04.3.2 (Exception) Overlap of Water Closet Clearance in Residential Dwelling Units

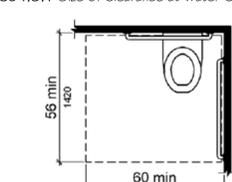


Figure G04.5.1 Side Wall Grab Bar at Water Closets

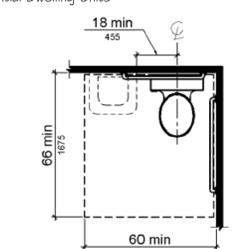


Figure G04.5.2 Rear Wall Grab bar at Water Closets

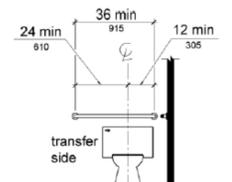


Figure G04.7 Dispenser Outlet Location

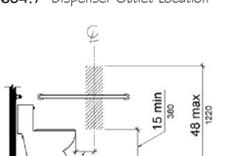


Figure G04.8.1.1 Size of Wheelchair Accessible Toilet Compartment

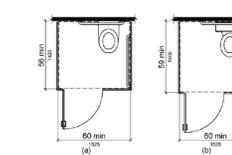
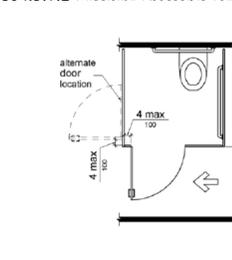


Figure G04.8.1.2 Wheelchair Accessible Toilet Compartment Doors



Advisory G04.5 Grab Bars Exception 2. Reinforcement must be sufficient to permit the installation of rear and side wall grab bars that fully meet all accessibility requirements including, but not limited to, required length, installation height, and structural strength.
 G04.5.1 Side Wall. The side wall grab bar shall be 42 inches (1065 mm) long minimum, located 12 inches (305 mm) maximum from the rear wall and extending 54 inches (1370 mm) minimum from the rear wall.
 See **Figure G04.5.1** Side Wall Grab Bar at Water Closets
 G04.5.2 Rear Wall. The rear wall grab bar shall be 36 inches (915 mm) long minimum and extend from the centerline of the water closet 12 inches (305 mm) minimum on one side and 24 inches (610 mm) minimum on the other side.
 See **Figure G04.5.2** Rear Wall Grab Bar at Water Closets
 G04.6 Flush Controls. Flush controls shall be hand operated or automatic. Hand operated flush controls shall comply with 309. Flush controls shall be located on the open side of the water closet except in ambulatory accessible compartments complying with G04.8.2.
 Advisory G04.6 Flush Controls. If plumbing valves are located directly behind the toilet seat, flush valves and related plumbing can cause injury or imbalance when a person leans back against them. To prevent causing injury or imbalance, the plumbing can be located behind walls or to the side of the toilet; or if approved by the local authority having jurisdiction, provide a toilet seat lid.
 G04.7 Dispensers. Toilet paper dispensers shall comply with 309.4 and shall be 7 inches (180 mm) minimum and 9 inches (230 mm) maximum in front of the water closet measured to the centerline of the dispenser. The outlet of the dispenser shall be 15 inches (380 mm) minimum and 48 inches (1220 mm) maximum above the finish floor and shall not be located behind grab bars.
 G04.8 Toilet Compartments. Wheelchair accessible toilet compartments shall meet the requirements of G04.8.1 and G04.8.3. Compartments containing more than one plumbing fixture shall comply with G03. Ambulatory accessible compartments shall comply with G04.8.2 and G04.8.3.
 G04.8.1 Wheelchair Accessible Compartments. Wheelchair accessible compartments shall comply with G04.8.1.
 G04.8.1.1 Size. Wheelchair accessible compartments shall be 60 inches (1525 mm) wide minimum measured perpendicular to the side wall, and 56 inches (1420 mm) deep minimum for wall hung water closets and 59 inches (1500 mm) deep minimum for floor mounted water closets measured perpendicular to the rear wall. Wheelchair accessible compartments for children's use shall be 60 inches (1525 mm) wide minimum measured perpendicular to the side wall, and 59 inches (1500 mm) deep minimum for wall hung and floor mounted water closets measured perpendicular to the rear wall.
 Advisory G04.8.1.1 Size. The minimum space required in toilet compartments is provided so that a person using a wheelchair can maneuver into position at the water closet. The space cannot be obstructed by baby changing tables or other fixtures or conveniences, except as specified at G04.3.2 (Overlap). If toilet compartments are to be used to house fixtures other than those associated with the water closet, they must be designed to exceed the minimum space requirements. Convenience fixtures such as baby changing tables must also be accessible to people with disabilities as well as to other users. Toilet compartments that are designed to meet, and not exceed, the minimum space requirements may not provide adequate space for maneuvering into position at a baby changing table.
 See **Figure G04.8.1.1** Size of Wheelchair Accessible Toilet Compartment
 G04.8.1.2 Doors. Toilet compartment doors, including door hardware, shall comply with 404 except that if the approach is to the latch side of the compartment door, clearance between the door side of the compartment and any obstruction shall be 42 inches (1065 mm) minimum. Doors shall be located in the front partition or in the side wall or partition farthest from the water closet. Where located in the front partition, the door opening shall be 4 inches (100 mm) maximum from the side wall or partition farthest from the water closet. Where located in the side wall or partition, the door opening shall be 4 inches (100 mm) maximum from the front partition. The door shall be self-closing. A door pull complying with 404.2.7 shall be placed on both sides of the door near the latch. Toilet compartment doors shall not swing into the minimum required compartment area.
 See **Figure G04.8.1.2** Wheelchair Accessible Toilet Compartment Doors
 G04.8.1.3 Approach. Compartments shall be arranged for left-hand or right-hand approach to the water closet.
 G04.8.1.4 Toe Clearance. The front partition and at least one side partition shall provide a toe clearance of 9 inches (230 mm) minimum above the finish floor and 6 inches (150 mm) deep minimum beyond the compartment-side face of the partition, exclusive of the partition support members. Compartments for children's use shall provide a toe clearance of 12 inches (305 mm) minimum above the finish floor.
 EXCEPTION: The toe clearance at the front partition is not required in a compartment greater than 62 inches (1575 mm) deep with a wall-hung water closet or 65 inches (1650 mm) deep with a floor-mounted water closet. Toe clearance at the side partition is not required in a compartment greater than 66 inches (1675 mm) wide. Toe clearance at the front partition is not required in a compartment for children's use that is greater than 65 inches (1650 mm) deep.
 See **Figure G04.8.1.4** Wheelchair Accessible Toilet Compartment Toe Clearance

Figure G04.8.1.4 Wheelchair Accessible Toilet Compartment Toe Clearance

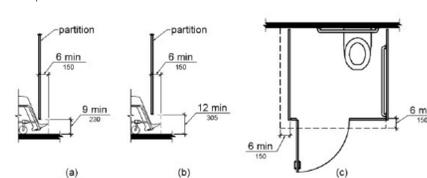


Figure G04.8.2 Ambulatory Accessible Toilet Compartment

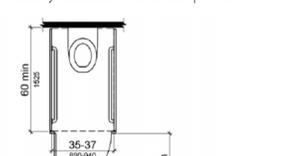
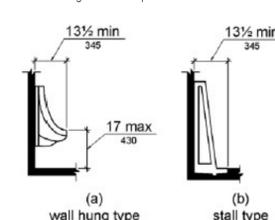


Figure G05.2 Height and Depth of Urinals



G04.8.1.5 Grab Bars. Grab bars shall comply with G09. A side-wall grab bar complying with G04.5.1 shall be provided and shall be located on the wall closest to the water closet. In addition, a rear-wall grab bar complying with G04.5.2 shall be provided.
 G04.8.2 Ambulatory Accessible Compartments. Ambulatory accessible compartments shall comply with G04.8.2.
 G04.8.2.1 Size. Ambulatory accessible compartments shall have a depth of 60 inches (1525 mm) minimum and a width of 35 inches (890 mm) minimum and 37 inches (940 mm) maximum.
 G04.8.2.2 Doors. Toilet compartment doors, including door hardware, shall comply with 404, except that if the approach is to the latch side of the compartment door, clearance between the door side of the compartment and any obstruction shall be 42 inches (1065 mm) minimum. The door shall be self-closing. A door pull complying with 404.2.7 shall be placed on both sides of the door near the latch. Toilet compartment doors shall not swing into the minimum required compartment area. G04.8.2.3 Grab Bars. Grab bars shall comply with G09. A side-wall grab bar complying with G04.5.1 shall be provided on both sides of the compartment.
 See **Figure G04.8.2** Ambulatory Accessible Toilet Compartment
 G04.9 Coat Hooks and Shelves. Coat hooks shall be located within one of the reach ranges specified in 308. Shelves shall be located 40 inches (1015 mm) minimum and 48 inches (1220 mm) maximum above the finish floor.
 G04.9 Water Closets and Toilet Compartments for Children's Use. Water closets and toilet compartments for children's use shall comply with G04.9.
 Advisory G04.9 Water Closets and Toilet Compartments for Children's Use. The requirements in G04.9 are to be followed where the exception for children's water closets in G04.1 is used. The following table provides additional guidance in applying the specifications for water closets for children according to the age group served and reflects the differences in the size, stature, and reach ranges of children ages 3 through 12. The specifications chosen should correspond to the age of the primary user group. The specifications of one age group should be applied consistently in the installation of a water closet and related elements.

Advisory Specifications for Water Closets Serving Children			
Water Closet Centerline	Age 3 through 4 12 inches (305 mm)	Age 5 through 8 12 to 15 inches (305 to 380 mm)	Age 9 through 12 15 to 18 inches (380 to 455 mm)
Toilet Seat Height	11 to 12 inches (280 to 305 mm)	12 to 15 inches (305 to 380 mm)	15 to 17 inches (380 to 430 mm)
Grab Bar Height	18 to 20 inches (455 to 510 mm)	20 to 25 inches (510 to 635 mm)	25 to 27 inches (635 to 685 mm)
Dispenser Height	14 inches (355 mm)	14 to 17 inches (355 to 430 mm)	17 to 19 inches (430 to 485 mm)

 G04.9.1 Location. The water closet shall be located with a wall or partition to the rear and to one side. The centerline of the water closet shall be 12 inches (305 mm) minimum and 18 inches (455 mm) maximum from the side wall or partition, except that the water closet shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum from the side wall or partition in the ambulatory accessible toilet compartment specified in G04.8.2.
 G04.9.2 Clearance. Clearance around a water closet shall comply with G04.3.
 G04.9.3 Height. The height of water closets shall be 11 inches (280 mm) minimum and 17 inches (430 mm) maximum measured to the top of the seat. Seats shall not be sprung to return to a lifted position.
 G04.9.4 Grab Bars. Grab bars for water closets shall comply with G04.5.
 G04.9.5 Flush Controls. Flush controls shall be hand operated or automatic. Hand operated flush controls shall comply with 309.2 and 309.4 and shall be installed 36 inches (915 mm) maximum above the finish floor. Flush controls shall be located on the open side of the water closet except in ambulatory accessible compartments complying with G04.8.2.
 G04.9.6 Dispensers. Toilet paper dispensers shall comply with 309.4 and shall be 7 inches (180 mm) minimum and 9 inches (230 mm) maximum in front of the water closet measured to the centerline of the dispenser. The outlet of the dispenser shall be 14 inches (355 mm) minimum and 19 inches (485 mm) maximum above the finish floor. There shall be a clearance of 1 1/2 inches (38 mm) minimum below the grab bar. Dispensers shall not be of a type that controls delivery or that does not allow continuous paper flow.
 G04.9.7 Toilet Compartments. Toilet compartments shall comply with G04.8.
 G05 Urinals
 G05.1 General. Urinals shall comply with G05.
 Advisory G05.1 General. Stall-type urinals provide greater accessibility for a broader range of persons, including people of short stature.
 G05.2 Height and Depth. Urinals shall be the stall-type or the wall-hung type with the rim 17 inches (430 mm) maximum above the finish floor or ground. Urinals shall be 13 1/2 inches (345 mm) deep minimum measured from the outer face of the unit to the back of the fixture.
 See **Figure G05.2** Height and Depth of Urinals
 G05.3 Clear Floor Space. A clear floor or ground space complying with 305 positioned for forward approach shall be provided.
 G05.4 Flush Controls. Flush controls shall be hand operated or automatic. Hand operated flush controls shall comply with 309.
 G06 Lavatories and Sinks
 G06.1 General. Lavatories and sinks shall comply with G06.
 Advisory G06.1 General. If soap and towel dispensers are provided, they must be located within the reach ranges specified in 308. Locate soap and towel dispensers so that they are conveniently usable by a person at the accessible lavatory.
 G06.2 Clear Floor Space. A clear floor space complying with 305, positioned for a forward approach, and knee and toe clearance complying with 306 shall be provided.
 EXCEPTIONS: 1. A parallel approach complying with 305 shall be permitted to a kitchen sink in a space where a cook top or conventional range is not provided and to wet bars.
 2. A lavatory in a toilet room or bathing facility for a single occupant accessed only through a private office and not for common use or public use shall not be required to provide knee and toe clearance complying with 306.
 3. In residential dwelling units, cabinetry shall be permitted under lavatories and kitchen sinks provided that all of the following conditions are met:
 a. The cabinetry can be removed without removal or replacement of the fixture;
 b. The finish floor extends under the cabinetry; and
 c. The walls behind and surrounding the cabinetry are finished.
 4. A knee clearance of 24 inches (610 mm) minimum above the finish floor or ground shall be permitted at lavatories and sinks used primarily by children 6 through 12 years where the rim or counter surface is 31 inches (785 mm) maximum above the finish floor or ground.
 5. A parallel approach complying with 305 shall be permitted to lavatories and sinks used primarily by children 5 years and younger.
 6. The dip of the overflow shall not be considered in determining knee and toe clearances.
 7. No more than one bowl of a multi-bowl sink shall be required to provide knee and toe clearance complying with 306.
 G06.3 Height. Lavatories and sinks shall be installed with the front of the higher of the rim or counter surface 34 inches (865 mm) maximum above the finish floor or ground.
 1. A parallel approach complying with 305 shall be permitted to lavatories and sinks used primarily by children 5 years and younger.
 2. In residential dwelling unit kitchens, sinks that are adjustable to variable heights, 29 inches (735 mm) minimum and 36 inches (915 mm) maximum, shall be permitted where rough-in plumbing permits connections of supply and drain pipes for sinks mounted at the height of 29 inches (735 mm).
 G06.4 Faucets. Controls for faucets shall comply with 309. Hand-operated metering faucets shall remain open for 10 seconds minimum.
 G06.5 Exposed Pipes and Surfaces. Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.

FAIR BUILDING
 REMODEL
 DRIGGS, IDAHO

stillwater
 design group
 architecture + planning + interiors
 45 East Little Ave. P.O. Box 45, Driggs Idaho 83422
 208-334-3335 www.stillwaterdesigngroup.com

Drawn by: RK
 Checked by: RWC
 Job no. 1607

CONSULTANTS
 Structural:

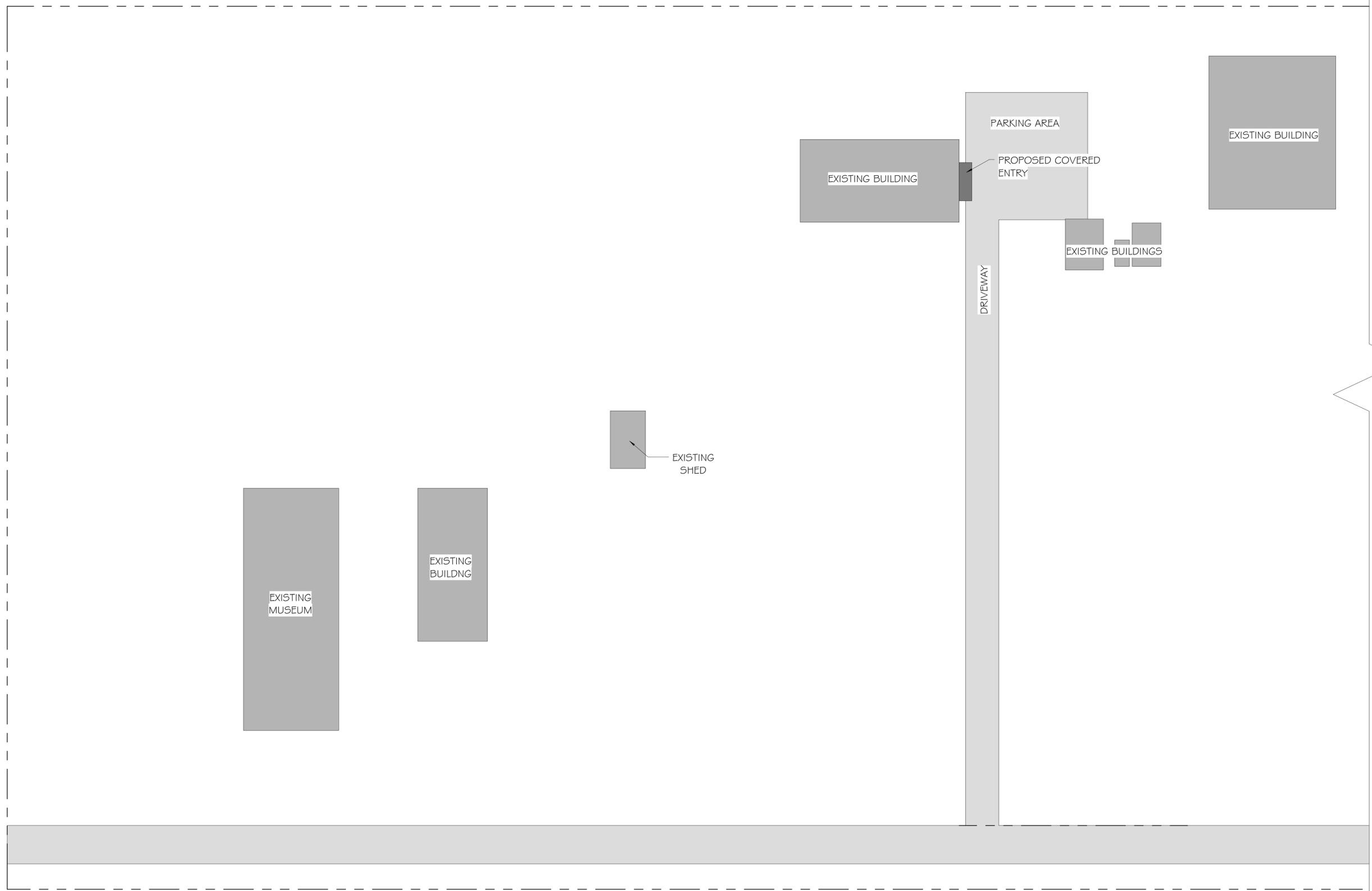
Mechanical & Electrical:

Civil Engineering:

REVISIONS

Date: 3/16/16

A003
 ADA
 REQUIREMENTS





SITE PLAN
 SCALE: 1" = 30'-0"


 stillwater
 design group
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 45 East Little Ave. P.O. Box 15, Driggs Idaho 83422
 208-334-3333 www.stillwaterdesigngroup.com

**FAIR BUILDING
 REMODEL**
 DRIGGS, IDAHO

Drawn by: RK
 Checked by: RWC
 Job no. 1607

CONSULTANTS
 Structural:

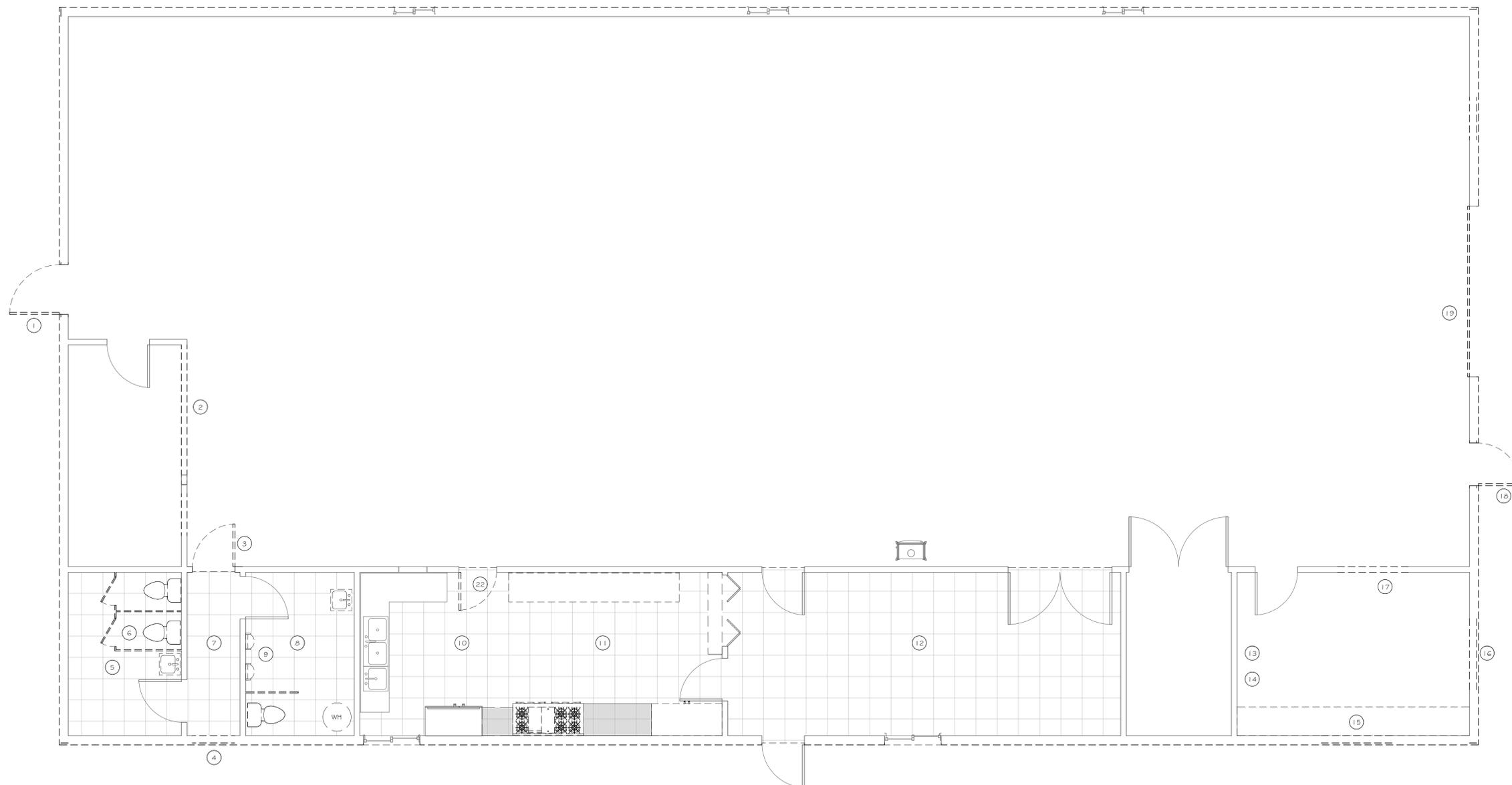
Mechanical & Electrical:

Civil Engineering:

REVISIONS

Date: 3/16/16

A004
 SITE PLAN



D101 DEMO FLOOR PLAN
SCALE: 1/4" = 1'-0"

DEMOLITION KEYNOTES	
1 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES EXISTING DOORS. PREPARE AREA FOR NEW DOOR TO BE INSTALLED.	11 REMOVE 4 DISCARD EXISTING FLOOR FINISHES TO EXPOSE CONCRETE SLAB. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY IN PREPARATION FOR NEW FINISHES TO BE INSTALLED.
2 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES EXISTING WALL FRAMING AND FINISHES ALONG WITH ANY DOORS AND WINDOWS LOCATED WITHIN WALLS. PREPARE AREA FOR NEW CONSTRUCTION.	12 REMOVE 4 DISCARD EXISTING FLOOR FINISHES TO EXPOSE CONCRETE SLAB. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY IN PREPARATION FOR NEW FINISHES TO BE INSTALLED.
3 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES EXISTING DOORS. PREPARE AREA FOR NEW DOOR TO BE INSTALLED.	13 REMOVE 4 DISCARD EXISTING STORAGE ON THE NORTH AND EAST WALLS. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY.
4 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES EXISTING WALLS. PREPARE AREA FOR NEW DOOR TO BE INSTALLED.	14 REMOVE 4 DISCARD EXISTING BASEBOARD HEATER. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY IN PREPARATION FOR NEW WALL HEATER.
5 REMOVE 4 DISCARD EXISTING FLOOR FINISHES TO EXPOSE CONCRETE SLAB. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY IN PREPARATION FOR NEW FINISHES TO BE INSTALLED.	15 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES WALL. PREPARE AREA FOR NEW WINDOW TO BE INSTALLED.
6 REMOVE 4 DISCARD EXISTING STALL WALLS, TOILETS, SINK AND FAUCET. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY IN PREPARATION FOR NEW FIXTURES TO BE INSTALLED.	16 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES WALL. PREPARE AREA FOR NEW WINDOW TO BE INSTALLED.
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	21 REMOVE AND DISCARD SIDING. PREPARE AREA FOR NEW SIDING MATERIAL TO BE INSTALLED.
	22 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES EXISTING DOORS. PREPARE AREA WALL FRAMING AND SHEETROCK INSTALLED.



FAIR BUILDING REMODEL DRIGGS, IDAHO

Drawn by: RK
Checked by: JPL
Job no. 1607

CONSULTANTS
Structural:

Mechanical & Electrical:

Civil Engineering:

REVISIONS

Date: 3/16/16

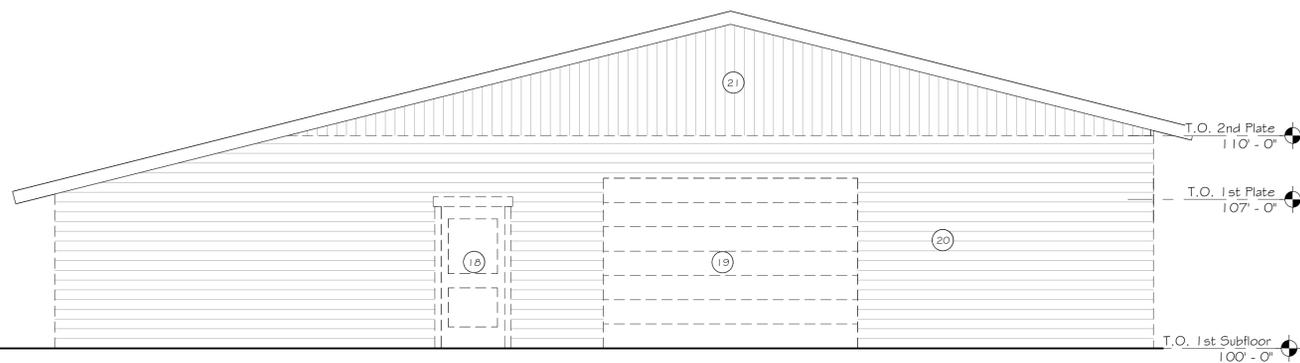
D101
DEMOLITION 1ST FLOOR



FAIR BUILDING REMODEL DRIGGS, IDAHO

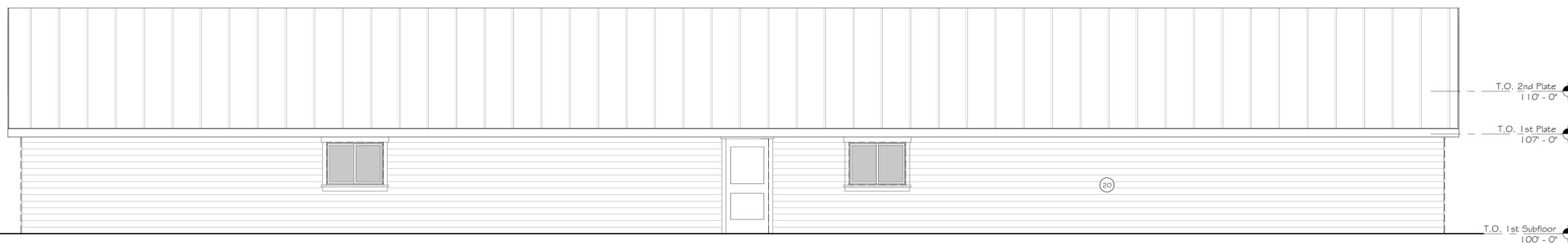
Drawn by: RK
 Checked by: RWC
 Job no. 1607
CONSULTANTS
 Structural:
 Mechanical & Electrical:
 Civil Engineering:

REVISIONS
 Date: 3/16/16
D201
 DEMO ELEVATIONS



4 DEMO EAST BUILDING ELEVATION
 D201 SCALE: 1/4" = 1'-0"

DEMOLITION KEYNOTES	
1 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES EXISTING DOORS. PREPARE AREA FOR NEW DOOR TO BE INSTALLED.	11 REMOVE & DISCARD EXISTING FLOOR FINISHES TO EXPOSE CONCRETE SLAB. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY IN PREPARATION FOR NEW FINISHES TO BE INSTALLED.
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5 REMOVE & DISCARD EXISTING FLOOR FINISHES TO EXPOSE CONCRETE SLAB. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY IN PREPARATION FOR NEW FINISHES TO BE INSTALLED.	15 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES WALL. PREPARE AREA FOR NEW WINDOW TO BE INSTALLED.
6 REMOVE & DISCARD EXISTING STALL WALLS, TOILETS, SINK AND FAUCET. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY IN PREPARATION FOR NEW FIXTURES TO BE INSTALLED.	16 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES WALL. PREPARE AREA FOR NEW WINDOW TO BE INSTALLED.
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9 REMOVE & DISCARD EXISTING STALL WALLS, TOILETS, SINK, FAUCET AND HOT WATER HEATER. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY IN PREPARATION FOR NEW FIXTURES TO BE INSTALLED.	19 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES DOORS. PREPARE AREA FOR NEW DOOR TO BE INSTALLED.
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	21 REMOVE AND DISCARD SIDING. PREPARE AREA FOR NEW SIDING MATERIAL TO BE INSTALLED.
	22 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES EXISTING DOORS. PREPARE AREA WALL FRAMING AND SHEETROCK INSTALLED.



2 DEMO SOUTH BUILDING ELEVATION
 D201 SCALE: 1/4" = 1'-0"



**FAIR BUILDING
REMODEL**
DRIGGS, IDAHO

Drawn by: RK
Checked by: RWC
Job no. 1607

CONSULTANTS
Structural:

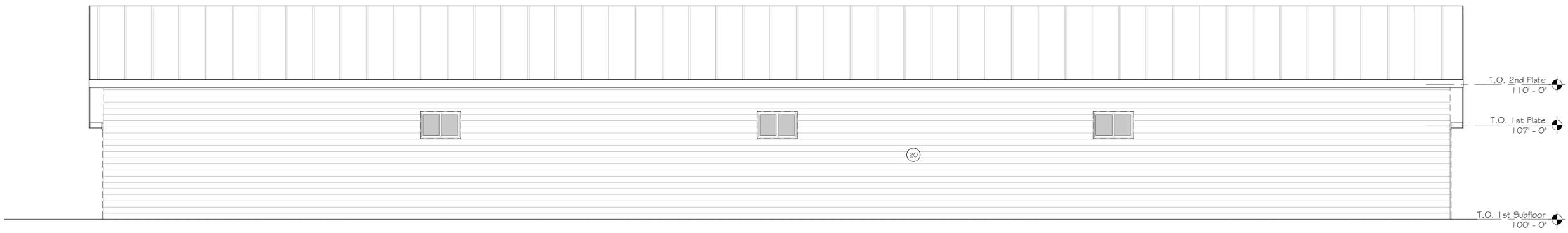
Mechanical & Electrical:

Civil Engineering:

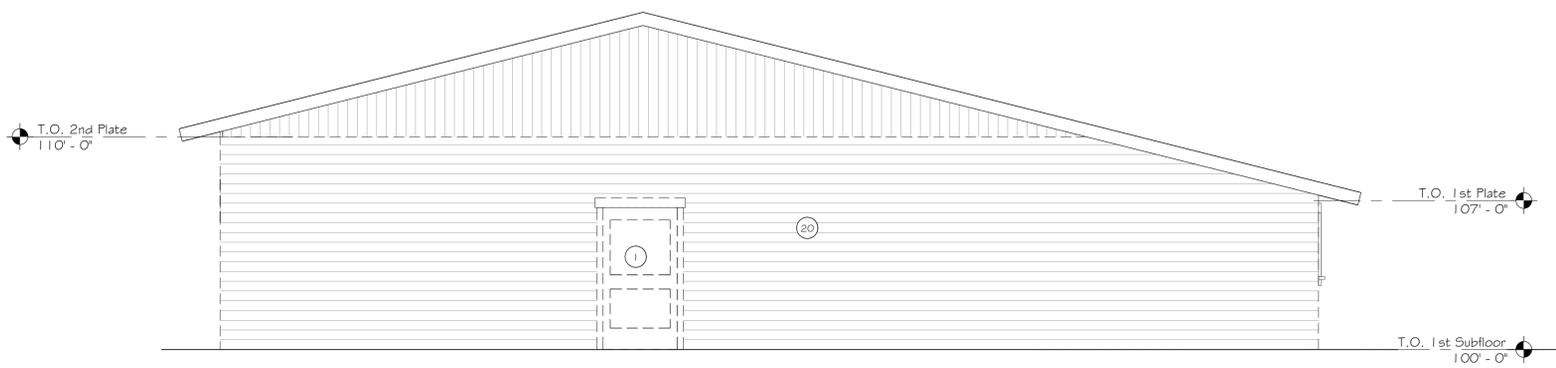
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Date: 3/16/16

D202
DEMO ELEVATIONS

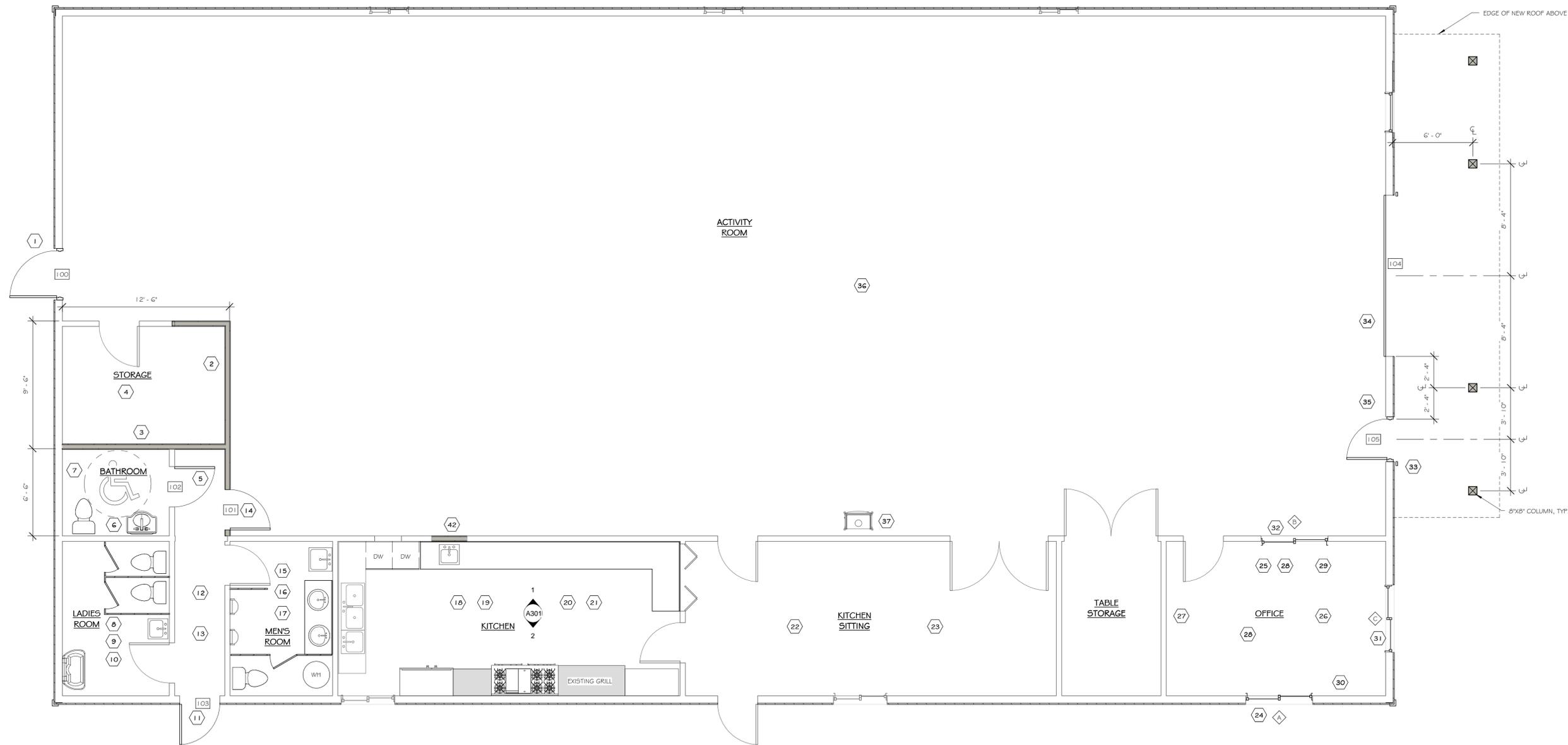


2 DEMO NORTH BUILDING ELEVATION
SCALE: 1/4" = 1'-0"



1 DEMO WEST BUILDING ELEVATION
SCALE: 1/4" = 1'-0"

DEMOLITION KEYNOTES	
1 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES EXISTING DOORS. PREPARE AREA FOR NEW DOOR TO BE INSTALLED.	11 REMOVE & DISCARD EXISTING FLOOR FINISHES TO EXPOSE CONCRETE SLAB. PATCH AND REPAIR DAMAGED AREAS AS NECESSARY IN PREPARATION FOR NEW FINISHES TO BE INSTALLED.
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	22 REMOVE AND DISCARD AT AREAS INDICATED BY DASHED LINES EXISTING DOORS. PREPARE AREA WALL FRAMING AND SHEETROCK INSTALLED.



NEW FLOOR PLAN
 SCALE: 1/4" = 1'-0"

SYM	LOCATION	UNIT SIZE		NOTES
		WIDTH	HEIGHT	
100	BACK ENTRY	3' - 6"	6' - 8"	
101	HALL	3' - 0"	6' - 8"	
102	ADA BATHROOM	3' - 0"	6' - 8"	
103	HALL	3' - 0"	6' - 8"	
104	MAINGARAGE	12' - 0"	8' - 0"	
105	ENTRY	3' - 0"	6' - 8"	

SYM	LOCATION	UNIT SIZE		DETAILS	NOTES
		WIDTH	HEIGHT		
A	OFFICE	5' - 0"	4' - 0"	6' - 8"	SLIDER
B	OFFICE	5' - 0"	4' - 0"	6' - 8"	SLIDER
C	OFFICE	5' - 0"	4' - 0"	6' - 8"	SLIDER
D	ACTIVITY ROOM	3' - 0"	4' - 6"	6' - 8"	FIXED

REMODEL KEYNOTES

- | | | | | | |
|----|---|----|--|----|---|
| 1 | NEW DOOR TO BE INSTALLED WHERE ESTABLISHED. SEE DOOR SCHEDULE FOR MORE INFORMATION. | 13 | CONTRACTOR TO INSTALL NEW FLOORING PER OWNER'S SPECIFICATIONS. | 27 | NEW ELECTRIC HEATER TO BE INSTALLED IN SPACE, PRESENT OPTIONS BEFORE INSTALLATION. |
| 2 | NEW WALL TO BE CONSTRUCTED WHERE ESTABLISHED USING 2x4 STUDS AND 5/8" DRYWALL. PROVIDE SOUND INSULATION, TYP. | 14 | NEW DOOR TO BE INSTALLED WHERE ESTABLISHED. SEE DOOR SCHEDULE FOR MORE INFORMATION. | 28 | ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION. |
| 3 | NEW WALL TO BE CONSTRUCTED WHERE ESTABLISHED USING 2x4 STUDS AND 5/8" DRYWALL. PROVIDE SOUND INSULATION, TYP. | 15 | CONTRACTOR TO INSTALL NEW SINK, FAUCET, TOILETS, STALLS, HOT WATER HEATER, AND MOP SINK. | 29 | NEW FIRE EXTINGUISHER, COMPUTER, PRINTER TO BE INSTALLED IN OFFICE, NIC. |
| 4 | ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION. | 16 | CONTRACTOR TO INSTALL NEW FLOORING PER OWNER'S SPECIFICATIONS. | 30 | EXISTING CABINETS ON SOUTH WALL TO BE REPAINTED. CONTRACTOR TO APPROVE WITH OWNER COLOR BEFORE APPLICATION. |
| 5 | NEW DOOR TO BE INSTALLED WHERE ESTABLISHED. SEE DOOR SCHEDULE FOR MORE INFORMATION. | 17 | ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION. | 31 | NEW WINDOW TO BE INSTALLED. |
| 6 | PROPOSED NEW LOCATION FOR ADA RESTROOM. PLUMBING CONTRACTOR TO INSTALL NECESSARY PLUMBING NEEDED FOR TOILET AND SINK. NEW GRAB BARS, MIRROR, LIGHT, HAND DRYER TO BE INSTALLED BY CONTRACTOR. | 18 | CONTRACTOR TO INSTALL NEW FLOORING PER OWNER'S SPECIFICATIONS. | 32 | NEW WINDOW TO BE INSTALLED. |
| 7 | ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION. | 19 | ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION. | 33 | NEW DOOR TO BE INSTALLED WHERE ESTABLISHED. SEE DOOR SCHEDULE FOR MORE INFORMATION. |
| 8 | CONTRACTOR TO INSTALL NEW FLOORING PER OWNER'S SPECIFICATIONS. | 20 | REUSE EXISTING GRILL, STAINLESS STEEL SINK AND DRAIN BOARDS. | 34 | NEW DOOR TO BE INSTALLED WHERE ESTABLISHED. SEE DOOR SCHEDULE FOR MORE INFORMATION. |
| 9 | CONTRACTOR TO INSTALL NEW SINK, FAUCET, TOILETS, STALLS, BABY CHANGING TABLE, MIRROR AND LIGHTS. | 21 | NEW CABINETS, APPLIANCES, COUNTER TOPS, AND BACKSPASH TO BE INSTALLED. SEE ADDITIONAL KITCHEN DRAWINGS FOR MORE INFORMATION. | 35 | NEW LARGE EXIT SIGNS TO BE INSTALLED OVER EXTERIOR DOORS. |
| 10 | ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION. | 22 | CONTRACTOR TO INSTALL NEW FLOORING PER OWNER'S SPECIFICATIONS. | 36 | ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION. |
| 11 | NEW DOOR TO BE INSTALLED WHERE ESTABLISHED. SEE DOOR SCHEDULE FOR MORE INFORMATION. | 23 | ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION. | 37 | NEW PIPES TO BE INSTALLED FOR NEW WOOD FIREPLACE. |
| 12 | ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION. | 24 | NEW WINDOW TO BE INSTALLED. | 38 | NEW EXTERIOR SIDING TO BE INSTALLED ON BUILDING. CONTRACTOR TO GET APPROVAL BEFORE INSTALLATION. |
| | | 25 | NEW DESK ON NORTH WALL, NIC. | 39 | NEW COVERED ENTRY OVER GARAGE AND MAN DOOR TO BE CONSTRUCTED. SEE STRUCTURAL DRAWINGS. |
| | | 26 | NEW CARPET TO BE INSTALLED IN SPACE, PRESENT OPTIONS BEFORE INSTALLATION. | 40 | NEW ROOFING MATERIAL TO BE INSTALLED ON COVERED ENTRY. |
| | | | | 41 | NEW GABLE OVERBUILD TO BUILT OVER EXISTING DOOR. SEE STRUCTURAL DRAWINGS. |
| | | | | 42 | EXISTING DOOR OPENING TO BE CLOSED OFF WITH WALL FRAMING AND DRYWALL. FINISH TO MATCH EXISTING. |

**FAIR BUILDING
 REMODEL
 DRIGGS, IDAHO**



Drawn by: RK
 Checked by: RWC
 Job no. 1607

CONSULTANTS
 Structural:

Mechanical & Electrical:

Civil Engineering:

REVISIONS

Date: 3/16/16

A101
 NEW FIRST FLOOR PLAN



**FAIR BUILDING
REMODEL**
DRIGGS, IDAHO

Drawn by: RK
Checked by: RWC
Job no. 1607

CONSULTANTS
Structural:

Mechanical & Electrical:

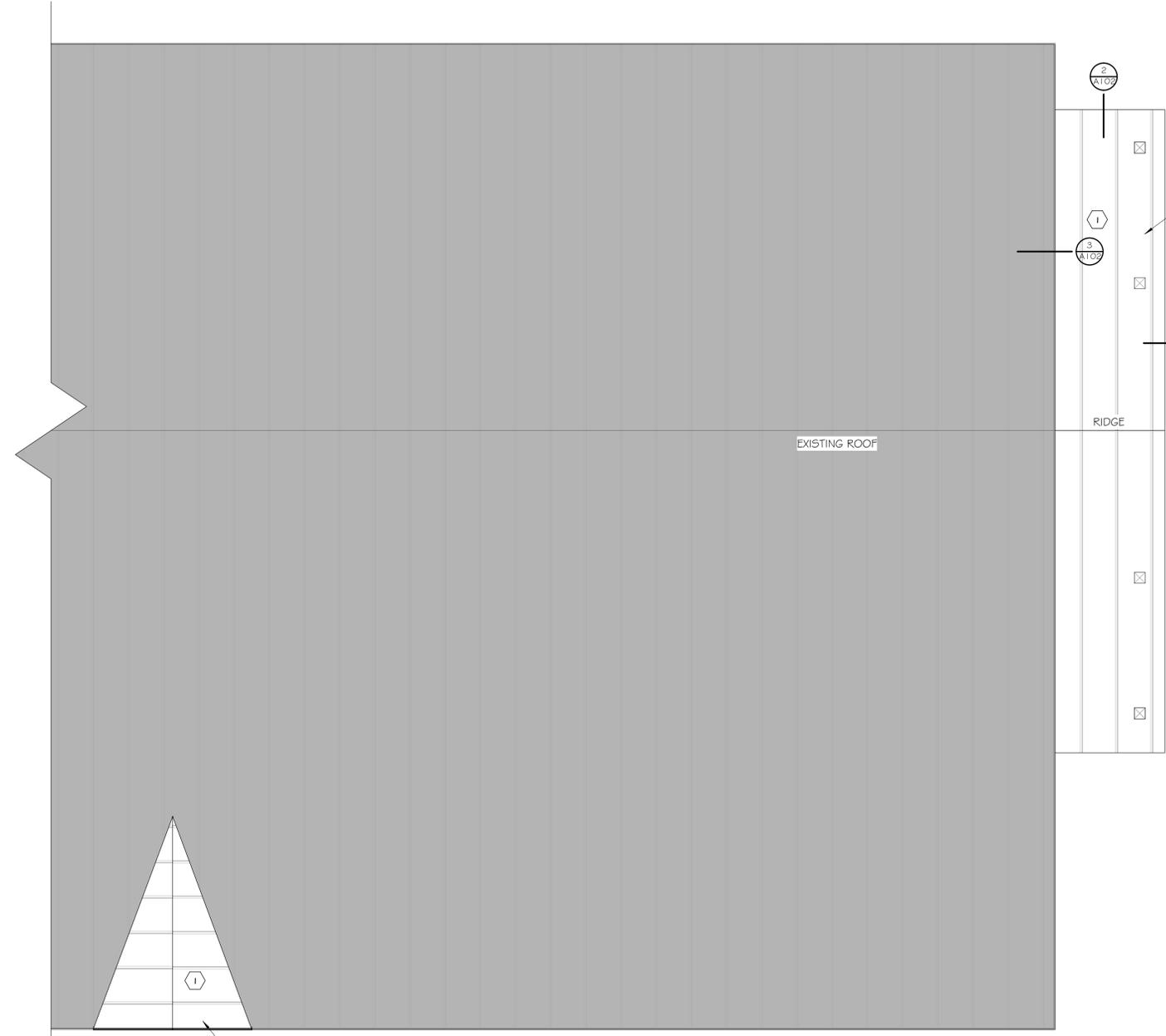
Civil Engineering:

REVISIONS

Date: 3/16/16

A102

ROOF PLAN/DETAILS

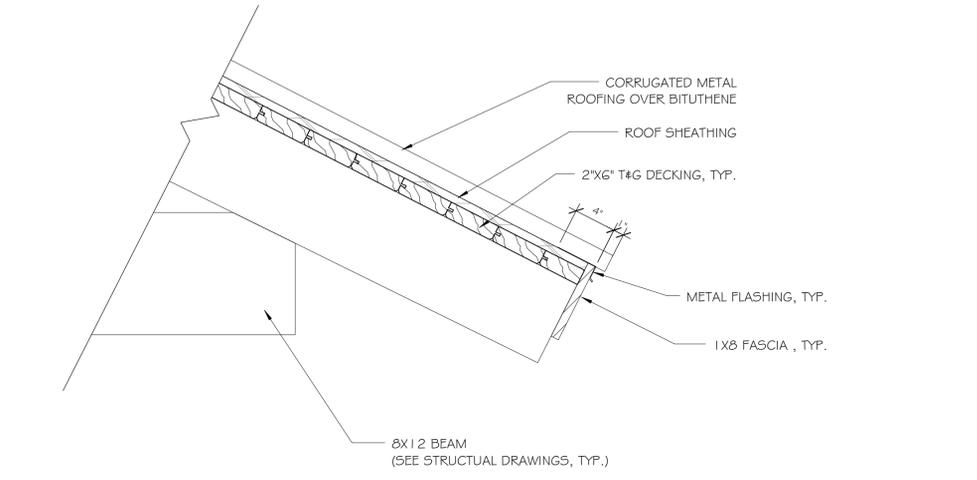


1 PARTIAL ROOF PLAN
SCALE: 1/4" = 1'-0"

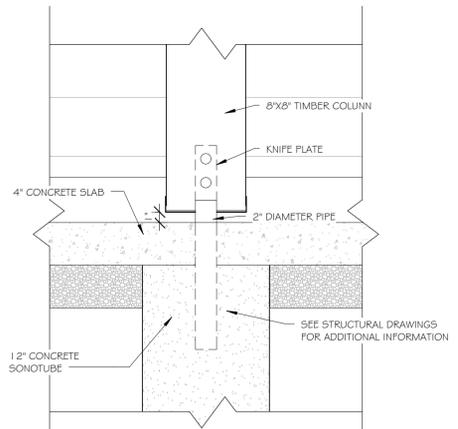
ROOF SPECIFICATIONS

1 COR-TEN STEEL ROOF ASSEMBLY:
PROVIDE COR-TEN STEEL ROOF WHERE INDICATED ON ROOF PLAN, SUBMIT SAMPLE FOR OWNERS APPROVAL. ALL COR-TEN STEEL ROOF PANELS TO BE OVER LAYER OF TITANIUM PSU-30 BY INTERWRAP (FOLLOW MANUFACTURER'S SPECIFICATIONS FOR OVERLAP), TYP.

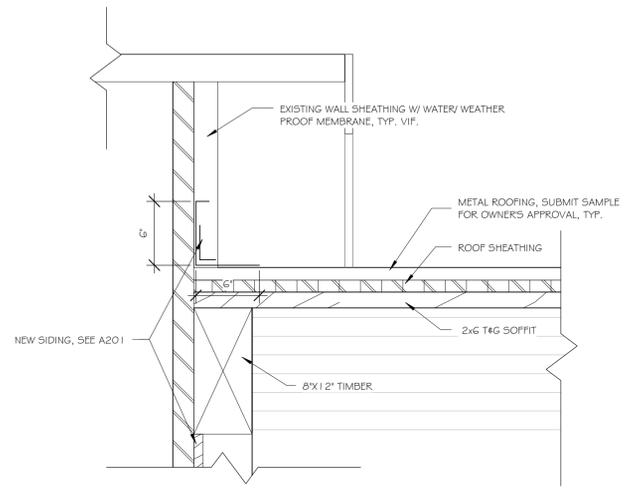
NOTE:
1. ALL ROOF FLASHING, EAVE AND RAKE FLASHING TO BE COR-TEN STEEL.
2. ALL FLASHING TO BE APPLIED/ATTACHED PER SMACNA FLASHING AND SHEET METAL DETAIL STANDARDS.



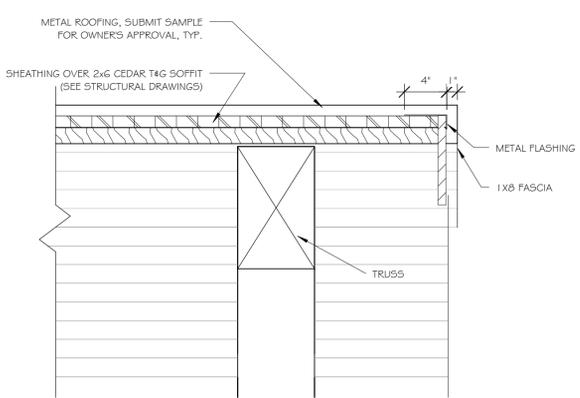
2 Eave Detail
SCALE: 1 1/2" = 1'-0"



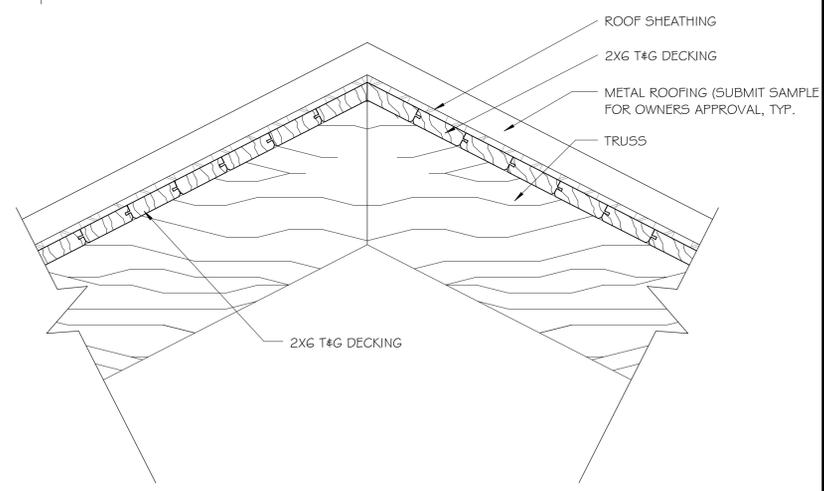
4 Foundation Post Detail
SCALE: 1 1/2" = 1'-0"



3 Roof Detail
SCALE: 1 1/2" = 1'-0"

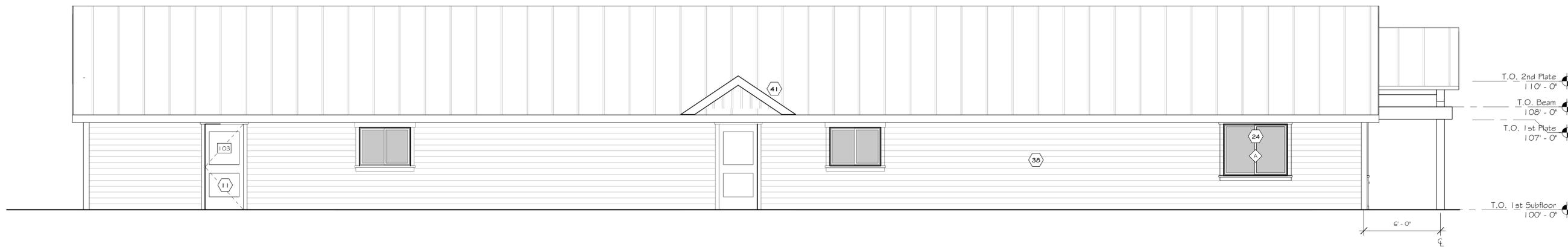


5 Rake Detail
SCALE: 1 1/2" = 1'-0"



6 Ridge Detail
SCALE: 1 1/2" = 1'-0"

NOTE:
REFER TO STRUCTURAL DRAWINGS FOR STRUCTURAL INFORMATION AND DETAILS



1 NEW SOUTH BUILDING ELEVATION
SCALE: 1/4" = 1'-0"



2 NEW EAST BUILDING ELEVATION
SCALE: 1/4" = 1'-0"

REMODEL KEYNOTES			
1	NEW DOOR TO BE INSTALLED WHERE ESTABLISHED. SEE DOOR SCHEDULE FOR MORE INFORMATION.	27	NEW ELECTRIC HEATER TO BE INSTALLED IN SPACE, PRESENT OPTIONS BEFORE INSTALLATION.
2	NEW WALL TO BE CONSTRUCTED WHERE ESTABLISHED USING 2x4 STUDS AND 5/8" DRYWALL. PROVIDE SOUND INSULATION, TYP.	28	ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION.
3	NEW WALL TO BE CONSTRUCTED WHERE ESTABLISHED USING 2x4 STUDS AND 5/8" DRYWALL. PROVIDE SOUND INSULATION, TYP.	29	NEW FIRE EXTINGUISHER, COMPUTER, PRINTER TO BE INSTALLED IN OFFICE, NIC.
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9	CONTRACTOR TO INSTALL NEW SINK, FAUCET, TOILETS, STALLS, BABY CHANGING TABLE, MIRROR AND LIGHTS.	35	NEW LARGE EXIT SIGNS TO BE INSTALLED OVER EXTERIOR DOORS.
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18	CONTRACTOR TO INSTALL NEW FLOORING PER OWNER'S SPECIFICATIONS.		
19	ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION.		
20	REUSE EXISTING GRILL, STAINLESS STEEL SINK AND DRAIN BOARDS.		
21	NEW CABINETS, APPLIANCES, COUNTER TOPS, AND BACKSPLASH TO BE INSTALLED. SEE ADDITIONAL KITCHEN DRAWINGS FOR MORE INFORMATION.		
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23	ROOM TO BE PAINTED. CONTRACTOR TO APPROVE COLOR WITH OWNER BEFORE APPLICATION.		
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25	NEW DESK ON NORTH WALL, NIC.		
26	NEW CARPET TO BE INSTALLED IN SPACE, PRESENT OPTIONS BEFORE INSTALLATION.		

sdg stillwater
design group
architecture • planning • interiors
45 East Little Ave. P.O. Box 15, Driggs Idaho 84422
208-334-3333 www.stillwaterdesigngroup.com

**FAIR BUILDING
REMODEL**
DRIGGS, IDAHO

Drawn by: RK
Checked by: RWC
Job no. 1607

CONSULTANTS
Structural:

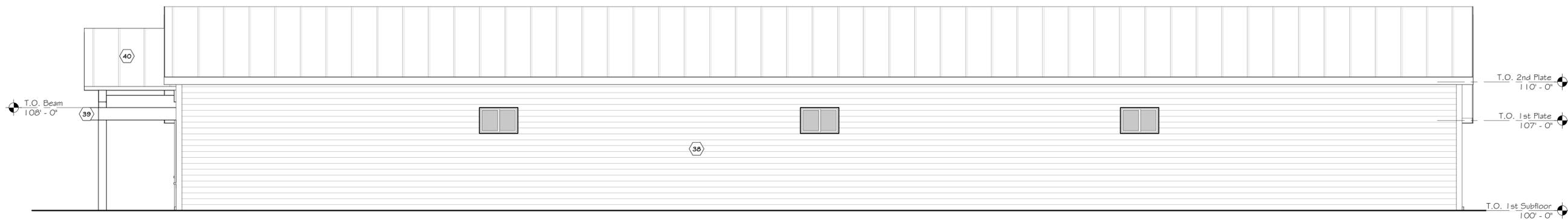
Mechanical & Electrical:

Civil Engineering:

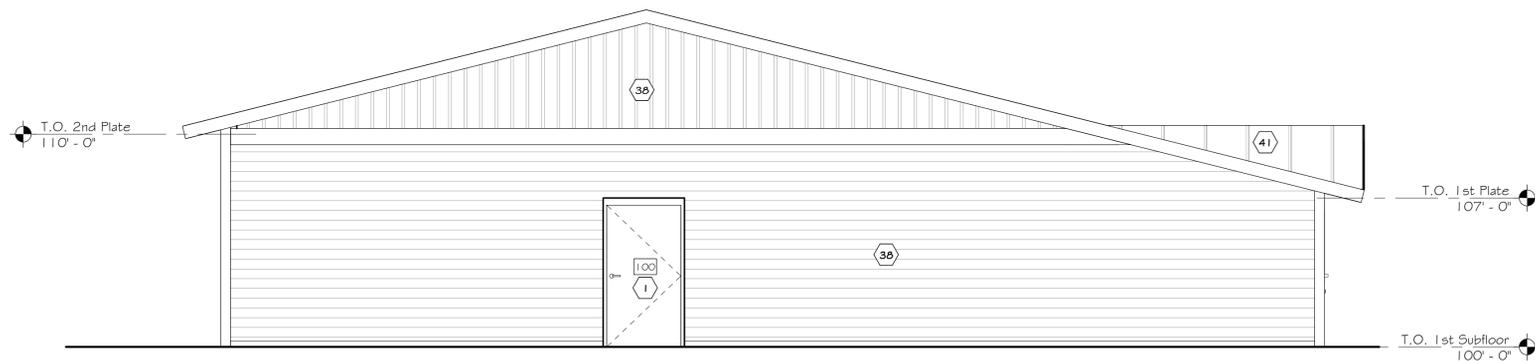
REVISIONS

Date: 3/16/16

A201
BUILDING
ELEVATIONS



1 NEW NORTH BUILDING ELEVATION
SCALE: 1/4" = 1'-0"



2 NEW WEST BUILDING ELEVATION
SCALE: 1/4" = 1'-0"

REMODEL KEYNOTES

1	NEW DOOR TO BE INSTALLED WHERE ESTABLISHED. SEE DOOR SCHEDULE FOR MORE INFORMATION.	13	CONTRACTOR TO INSTALL NEW FLOORING PER OWNER'S SPECIFICATIONS.	27	NEW ELECTRIC HEATER TO BE INSTALLED IN SPACE, PRESENT OPTIONS BEFORE INSTALLATION.
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FAIR BUILDING
REMODEL
DRIGGS, IDAHO

Drawn by: RK
Checked by: RWC
Job no. 1607

CONSULTANTS
Structural:

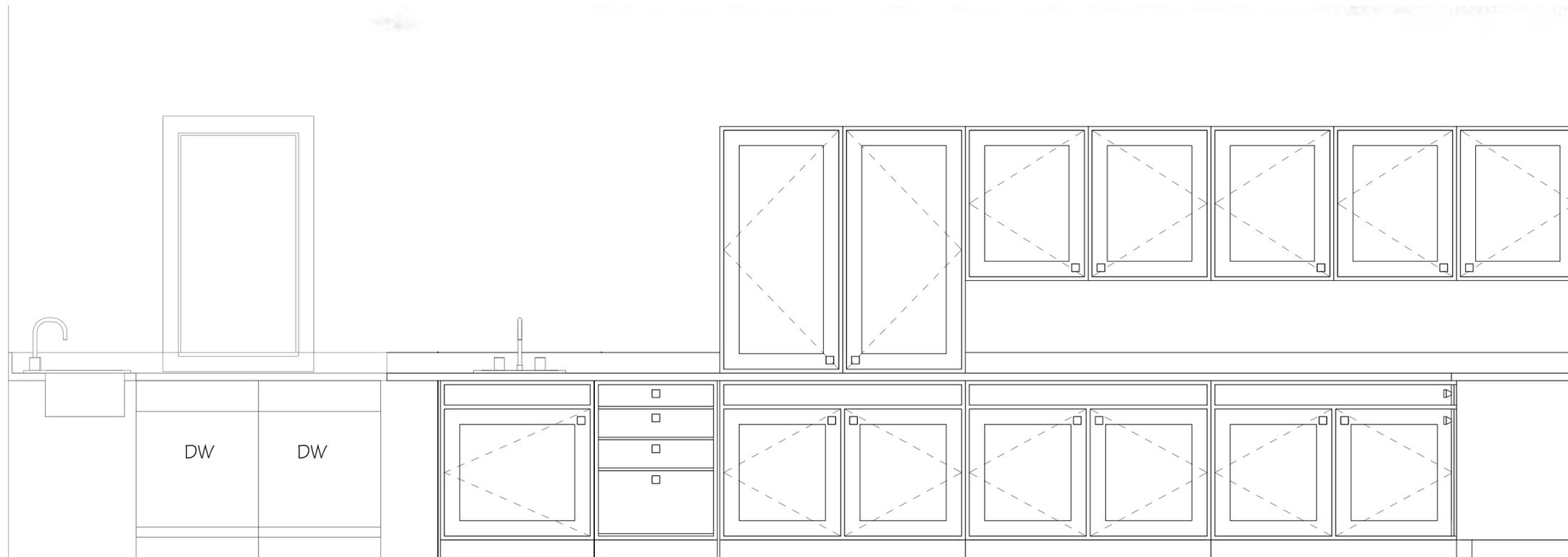
Mechanical & Electrical:

Civil Engineering:

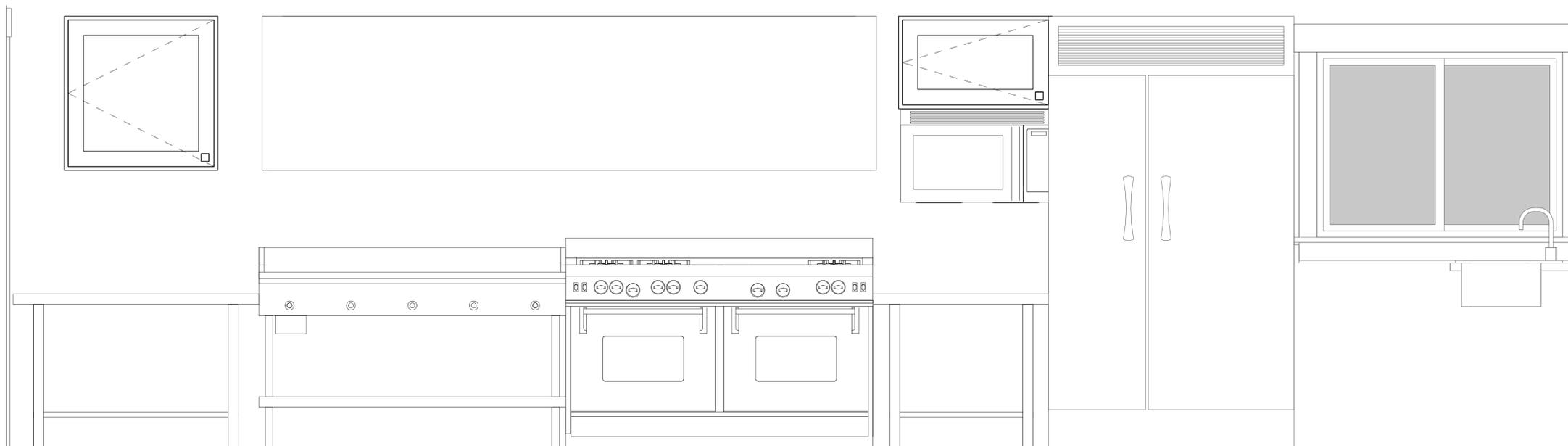
REVISIONS

Date: 3/16/16

A202
BUILDING
ELEVATIONS



1 Elevation 1
 A301 SCALE: 1" = 1'-0"



2 Elevation 2
 A301 SCALE: 1" = 1'-0"

NOTE:
 OVERALL KITCHEN DESIGN AND CABINERY LAYOUT ARE SHOWN AS
 REFERENCE ONLY, PLEASE CONSULT WITH OWNER AND CABINERY
 INSTALLER FOR ACTUAL FINAL DESIGN AND DIMENSIONS.



**FAIR BUILDING
 REMODEL**
 DRIGGS, IDAHO

Drawn by: RK
 Checked by: RWC
 Job no. 1607
CONSULTANTS
 Structural:
 Mechanical & Electrical:
 Civil Engineering:

Date: 3/16/16

REVISIONS
A301
 INTERIOR
 ELEVATIONS

C A S H / L I A B I L I T I E S R E P O R T

SUMMARY AS OF 07/21/2016

Fund Number & Description	Cash Balance	Accts Payable G/L Control	Payroll Accts Payable	Warr Payable G/L Control	Outstanding Warrants	Available Cash Balance	Notes
0090 IMPACT FEES-REC FACILITIES	39,727.57					39,727.57	
Report Totals:	39,727.57	0.00	0.00	0.00	0.00	39,727.57	

***** END OF REPORT *****



FROM: Planning & Building Administrator, Jason Boal
TO: BoCC
RE: Fair Board Impact Fees

I have been working with the Fair Board to utilize the Impact Fees. They have made one official request and we have discussed multiple projects. Below is a summary of the projects, request and the criteria the project should be judged against.

The request and approval of the use of these fees should ideally happen during FY 2016.

Projects Discussed:

1. Bleachers in 2/2014
2. A Water line & fire hydrant at the fairgrounds. This project was estimated to be about \$78,000 in 3/2015.
3. Fair Building remodel- Commercial kitchen & bathroom upgrade in 7/2015
4. Temporary Building in 10/2015

Past Requests:

1. February 2014- Request from Teton County Fair Board-
Teton County Fair Board requested the Impact Fee funds for 2 sets of bleachers. It was also discussed how the Fair board is currently building an indoor arena, which would be enclosed on 3 sides, and how fire protection needs to be extended to the new structure.
Fair Board would like to request impact fees to be used for the building of the new indoor arena.

The Impact Fee Advisory Board felt that once the Committee receives the request with specific amounts, timing, and use of funds it could make a recommendation to the BoCC. The Bleachers for the outdoor arena were replacing destroyed bleachers and thus correcting a deficiency.

2. July 2015- Request from Teton County Fair Board-
Teton County Fair Board is requesting the funds to remodel the fair building. Page 42 of the Development Impact Fee Program/Capital Improvement Plan identifies the use of Recreational Impact Fee Funds. A large indoor arena was identified as the project to utilize impact fee funds. Pages 14-15 does describe in more detail the recreational needs, including the need for other fairground building facilities.

The Impact Fee Advisory Board was not comfortable recommending this use of the impact fees, because there were no specific costs identified. They asked the Fair Board to come back with a more detailed request.

Staff Guidance on the Use of the Fees:

The Impact Fees have been collected for the following reasons (it is important to note that they are not intended to cure existing deficiencies):

- 48,000 square feet indoor arena- The indoor arena would accommodate community events such as home and garden shows, fly fishing expos, dog shows, tractor demonstrations, agricultural seminars, snow machine demonstrations, sports expos, and flea markets.
- 66,858 square feet of facilities- (there is little guidance about what these additional “facilities” are)

So the questions that need to be answered when approving the use of the recreation impact fees include:

- 1) can what you would like to do be considered a “future facility”;
- 2) is this proposal a going to correct a current deficiency, or is it needed based on growth?

These were questions presented to the Fair Board based on projects they were considering-

- Build a multi-purpose equipment shed/storage building/livestock barn near the pavilion.
 - Is there an existing shed that needs to be expanded?
- Upgrade the kitchen space in the fair building to a “commercial” kitchen that could be rented to the public for private and commercial uses.
 - Is there current deficiency of a commercial kitchen and you are fixing that deficiency?
- Upgrade the bathrooms at the fair building to be ADA and accessible from the outside, upgrade the septic system to the appropriate size.
 - Is there a current deficiency of ADA bathrooms? Or is there a need to expand the bathrooms and with the addition the threshold requiring ADA bathrooms will be passed?
- Upgrade the office in the fair building to provide a space for our new employee.
 - Is there a need for additional office space, or is the current office not “sufficient”?
- Design and build a campground facility at the fairgrounds.
 - Is there a deficiency? (this one would need approval from PZC & the BoCC....plus I am not 100% sure that is an approved use in that zone)
- Build a new playground near the fair building.
 - Is the current playground deficient, or is there a need to expand based on growth?
- Build a new cook shack with bathrooms at the rodeo arena. .
 - Is there current deficiency of a cook shack and bathrooms or is there an increased need based on growth to expand those facilities?



FROM: Wendy Danielson, Interim Building Administrator
TO: Board of County Commissioners
RE: Building Department Update
MEETING: July 25, 2016

The following items are for your review and discussion.

Shared Building Services – Update

I met with Jason and Olivia, City of Victor, earlier this week to talk more about a possible proposal to combine and/or share Building Department Services. They invited Chris Jensen with the State Division of Building Safety (DBS) to join us as well. Chris presented information about the services that the DBS contracts out to jurisdictions that do not have their own Building Department staffed (or only partially staffed). We talked about their inspection services and plan review services. I found out that there is an option to contract with them for back-up inspectors when Tom is on Vacation or out for an extended period. Ashley with the City of Victor was supposed to join us but could not. Jason was going to get in touch with her and review the information we received to see if Driggs might be interested in looking at options for a joint contract with DBS. We will be working on a meeting that will include all three jurisdictions in the near future. I'm still unsure of where the County may or may not fit into the situation.

Building Administrator & Building Official Job Descriptions

Everything is running fine in the Building Department under the interim processes that are in place. I understand that BDPA has returned an updated version of job descriptions. At this point, I'm just waiting to hear from the Board to schedule another work meeting to discuss them.

Vacation

I would like to request August 10 – 26 off. I'll be taking a road trip out west and end up in California to pick my boys up. There is no conflict with the time Tom plans to take and I will talk to Kristin about having Sharon be able to receive applications and take messages for Tom while I'm out.



TETON COUNTY JUVENILE PROBATION

230 N MAIN #108 • DRIGGS ID 83422 • P208-354-3862 • F208-354-2994

Renee Leidorf
Chief Juvenile Probation Officer

Quarterly Commissioner Report April 1, 2016 – June 31, 2016

ON June 30, 2016

Total Probation Case Load = 11

Total number of Juveniles on formal PROBATION – 5

Male – 4

Female - 1

Total number of Juveniles on DIVERSION – 5

Male – 2

Female -3

Interstate Compact – 0

Juveniles supervised in Teton County through ICJ – 0

Juveniles supervised in other states through ICJ -0

Courtesy Supervision – 0

Juveniles supervised in Teton County -0

Juveniles supervised in other counties – 0

Juveniles in Department of Juvenile Corrections – 1

Pretrial Release Supervisions = 2

The following information has been compiled for the past THREE months

Number of drug tests done – 31 (Basin Alternative School – 19)

Positive – 6

Negative – 25

Unstable-0

How many times each drug came up positive

NICOTINE – 2

THC (Marijuana)-1

ALCOHOL-3

AMPHETIMINES-0

CREATININE- 1

OPIATES: 0

Formal Probation violations filed – 5

Juveniles whose probation was revoked due to noncompliance – 0

Juveniles whose probation was extended– 0

Detention Days: 7 Days

Days Juveniles spent in 5-C -25

Days Juveniles over 18 years of age spent in Teton County, WY/Madison County Jail-7

Juveniles released from probation/diversion – Probation-3 / Diversion-0

Cases transferred to Adult Misdemeanor Probation – 0

Total Money Collected: \$445.00

Cost of supervision fees – \$445.00

Drug testing fees - 0

Other fees - 0

Offenses committed by Juveniles currently on probation

Alcohol minor consumption – 2

Battery – 2

Disturbing the peace –2

Grand Theft- 1

Habitual Truancy - 1

Possession of Drug Paraphernalia-1

Property-malicious injury to property – 2

Runaway-1

Training: Webinar: From Chaos to Calm, Strategies for Managing Difficult Children
Understanding the Connection between Addiction and Mental Health
Attention Deficient Disorder and Oppositional Defiant Disorder

Meetings: Monthly Suicide Prevention Network of Teton Valley
Monthly District 7 Juvenile Justice Council
Monthly Teton Valley Mental Health Coalition
Monthly Meeting of Probation Officers (5C, Madison, Jefferson, Fremont and Teton)
Bi-Weekly Staff Meetings at Idaho Juvenile Correctional Center
Monthly Teton County Department Head Meetings

Grant Application Proposal

Please complete and return this form to the Commissioner's office.

Department or Board applying for Grant: Teton County Sheriff's Office
 Contact Person: Mitch Golden Intended Project Manager: M. Golden + J. Lerdorf
 Grant Title: EG11 AVTEC Console for Dispatch Positions
 Granting Agency: Idaho Emergency Communications Commission
 Date of Award Decision: Deadline July 31st, awarding approx Sept. 1, 2016
 Grant Timeline: Currently compiling Data for submission on July 31st.
 Dollar Amount of Grant Request: \$ 97,338

Teton County obligations if grant is awarded (match, continuing maintenance, reporting schedule):

Ongoing Annual maintenance costs (Less than what is currently paid for all equipment costs, yearly) ; Licensing yearly.

Other contingencies of grant: Utilize equipment in current state for remainder of year

Other agencies involved in the grant and their obligations: all centers throughout Idaho, Grant is a "no match" grant. obligation usually ongoing yearly maintenance and licensing

Brief written overview of grant: The Sheriff's office is seeking to replace current aging and in some cases End of life Equipment in the dispatch center with Enhanced (EG11) Console Systems. New systems give enhanced functionality in regards to Next Gen 911 features, including VOIP systems

Benefit of grant to citizens Teton County: Increased reliability of 911 System. Also allows interoperability with surrounding counties (most counties in region utilize the same vendor and system)

Signed: 
(Contact Person Listed Above)

Date: 7/14/16

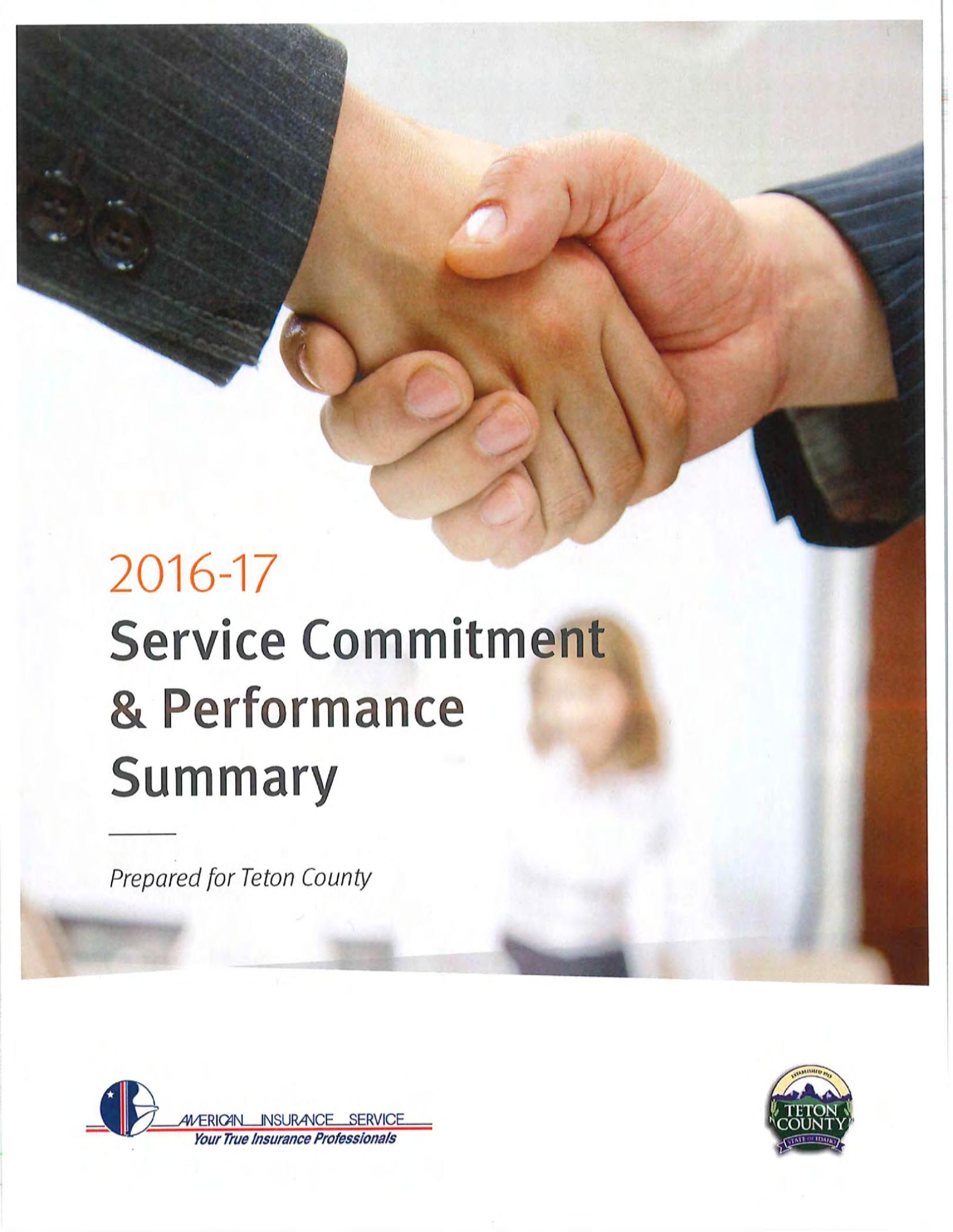
Signed: 
(Responsible Elected Official or Department Head)

Date: 7-15-16

Board of Commissioners Decision: Approved (Applicant may prepare a grant application on behalf of Teton County. The completed application must be submitted to the Board for review and signature.)
 Denied

Signed: _____
(Commissioner)

Date: _____



2016-17

Service Commitment & Performance Summary

Prepared for Teton County



AMERICAN INSURANCE SERVICE
Your True Insurance Professionals





Table of Contents

Introduction	3
Service Team.....	4
Summary of Services	5
Member Relations	6
Compliance & Health Care Reform	8
HR Consulting & ThinkHR.....	9
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Appendix

- 2016-2017 Renewal Information
- COBRA Buy-Down Summary
- Buy-Down Financials



About American Insurance Service

Our History

American Insurance Service (AIS) has been serving Idaho and many western states since 1982. We are grateful to serve Teton County, Idaho, and appreciate the opportunity to work with the administration, staff, and Board of County Commissioners. As the environment of employee benefits changes we feel it is our responsibility to adapt to the changing needs of Teton County, and continually provide dedicated service and effective solutions to meet your objectives. In 2015 AIS merged with Leavitt Group, which gives us the tools of a national brokerage while maintaining local ownership and service, resulting in top retention rates of clientele in the state. We look forward to continuing our long standing relationship with Teton County, and providing new resources, technology, and the solutions to effectively manage benefit costs.

Our Service Commitment

Thank you for continuing to choose AIS as your employee benefits broker. Your trust and confidence in our services is our first priority, and we look forward to opportunities to better serve Teton County for many years to come. This Stewardship Report is our way of reviewing the services we've provided in the past year and to ensure our services are met with nothing less than your complete satisfaction.

AIS is known for our model of client service and consulting. We pride ourselves on our core commitment to build strong partnerships with clients and the communities we serve. Our commitment to understanding the unique challenges of employers, especially national accounts, is critical to setting us apart from other consulting firms.

Your company will recognize our values and support of your local initiatives while benefiting from the reach of our national brokerage.



As dedicated professionals we commit to provide quality products and service with honor, integrity, and excellence.



Service Team

In order to effectively serve Teton County's employee benefits program we have assigned a caring team of people who are dedicated to providing exceptional service.

Teton County Employee Benefits Consulting Team and Roles:



Consultants & Brokers
Travis Argyle & AJ Argyle

Travis and AJ partner with the county in finding balance between budgetary restrictions and a competitive benefits package. They provide comprehensive plan analysis, cost-saving strategies, and handle negotiations with vendors.



Benefits Specialist
Joyce Hansen

Joyce provides additional service of benefits administration. She assists with claims resolution, employee questions, enrollment, and billing. She is a Certified Medicare Specialist assisting retirees and coordinating with PERSI.



TPA Specialist
Tina Collins

Tina is head of TPA services and works with employers on COBRA, FLEX, HSA administration, etc. She provides additional support as a benefit specialist.



ACA Attorney
Lisa Klinger

Lisa is our in-house ERISA attorney providing expertise in compliance and guidance in ERISA, COBRA, HIPAA, and the Affordable Care Act (ACA).



Our Services

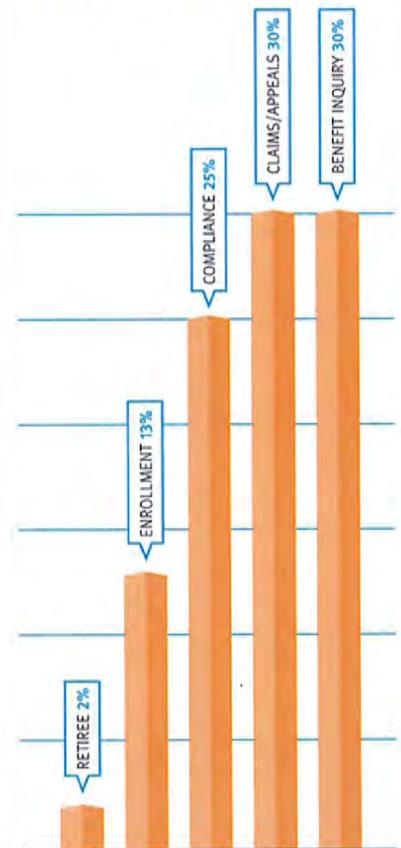
Benefit Administration Resources / Support:

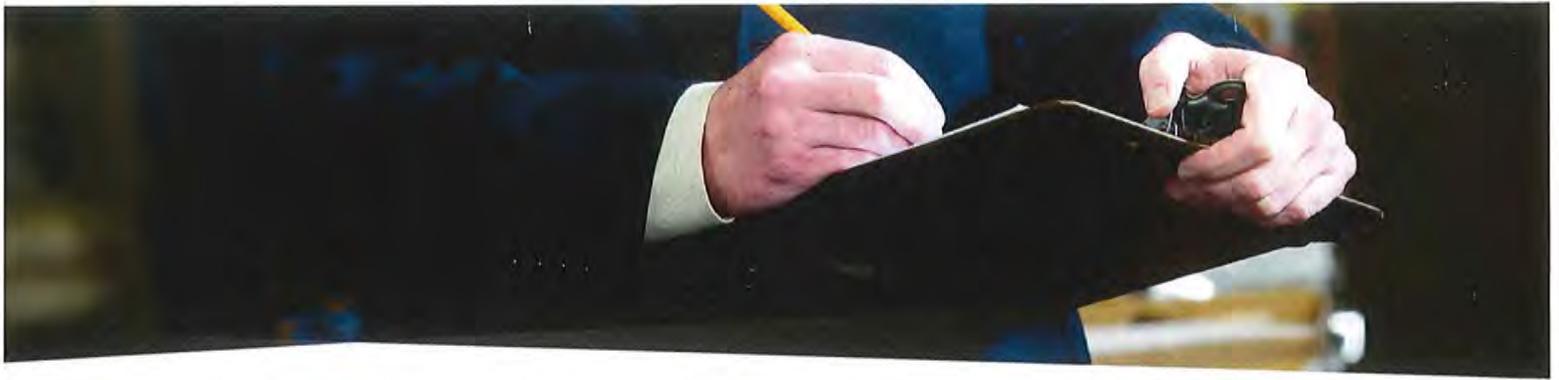
- Timely response to questions and inquiries from administration and/or employees.
- Assistance with carrier issues and enrollment when necessary.
- Webinars, seminars, and updates on health care reform and ACA compliance.
- ACA compliance tools, DOL compliance, CMS compliance, 5500 reporting, etc.
- TPA service, COBRA, FLEX, buy-down.
- On-going updates on carrier specific issues.
- Review contracts from carriers and make corrections and/or request changes as necessary.
- Renewal negotiations, request for proposals, actuary studies, etc.
- Coordinate wellness plan and other cost savings approaches.
- Employee education wherever Teton County sees feasible.

Summary Of Services

The service team for Teton County is dedicated to providing ongoing service to Teton County's human resources office, administrators, employees, family members, and retirees. Throughout the year, we track these communication activities within our agency's database to ensure any necessary follow-up takes place.

Summary of services provided between October 2015 – July 2016





Member Relations

The following timeline shows examples of the assistance provided to Teton County's members in the 2015-16 plan year:



We are dedicated to providing excellent ongoing service to Teton County.

October 2015	Negotiated with Regence to get renewal under double digits. Internal actuary and underwriter reviewed buy-down summaries and trends to help negotiate.
November 2015	Worked with carrier and CDC to update wellness listing. Made sure services were covered at 100% and did not affect employees DXL benefit.
December 2015	Attended employee benefit meetings and worked with employees on issues and questions.
December 2015	Had conference call with several employees to discuss exchange and options for dependents in individual market. Held breakouts on tax savings for county benefits.
December 2015	Worked with HR on trust updates and buy-down sheet for rates and calculations.
January 2016	Employee had issues with EAP services. Coordinated provider and carry over on two different conditions.
January 2016	Issues on coding for 1095 B reporting. County prepared to get our ACA attorney to conference and assisted in coding and completing forms for employees and IRS.
January 2016	Issue with Driggs pharmacy charging full amount for prescriptions. Found the pharmacy had programmed in wrong data. The problem was corrected and claims were reprocessed.
January 2016	Had a conference call with the county to discuss more 1095 C questions and issues for our ACA counsel to address.



March
2016

An employee was billed the full amount for wellness. Contacted the provider and found wrong coding was used. We had to do this twice before it was adjusted and processed correctly.

March
2016

County employee going into retirement was counseled on Medicare, SS, and options moving forward.

April
2016

Employee with road and bridge had issue with oncology claim. Found pre-authorization was not completed causing the the carrier to deny the claim. We were able to get a retroactive expedited pre-authorization and the claim covered.

May
2016

Had an employee with Teton that was not getting deductible credited. We found the claim was deemed non-covered due to an accident the member had not completed an accident report on. We got the report and helped them complete it and contacted the liability carrier to get denial liability the carrier was holding due to the possibility of subrogation. Contacted the agency that held the liability coverage to get it sent to the medical carrier. Claim was then processed.

June
2016

Processed terminations for two employees in COBRA. Submitted them to Regence and LifeMap to terminate coverages.

June
2016

From January to June we had multiple emails from Teton County indicating enrollment issues since switching to LifeMap for dental coverage. The statements were showing terminated employees with coverage and new employees with no coverage. It took several weeks to get anything done. We were told the changes would be made and reflect on the following month's statement. Contact was made with LifeMap numerous times before we finally got a resolution.

July
2016

We had issues with a provider not submitting corrected code. We contacted the provider after obtaining HIPAA document on behalf of the employee and conferenced in provider relations. The provider does not feel coding should be changed due to a report that the employee or patient gave.

2016

Over the past year, we had numerous issues with the life insurance billing from LifeMap. LifeMap has a difficult time assigning the correct benefits to the employees. Numerous contacts have been made to correct these issues.



Compliance & Health Care Reform

AIS communicates legislation and compliance updates as they are released. AIS also assists with all compliance under ACA including, but not limited to, CMS compliance. This includes creditable coverage notices to all affected. Disclosures and reporting to CMS, SBC, CHIPRA, and exchange notices are also prepared for school district distribution. AIS also provides HIPPA compliance resources and training as needed. AIS fulfills DOL compliance by preparing and providing SPD wrap around documents and other DOL benefit plan requirements. We provide IRS Benefit Plan compliance with 5500 preparation.



**Next ACA Annual Seminar
October 12, 2016**

Compliance Webinars:

October 13, 2015

New Medical Plan Taxes and how will they effect employers.

November 3, 2015

Preparing to file 6056 reporting

January 28, 2016

Are you prepared for a DOL Audit?

April 1, 2016

*Information Reporting Requirements:
6056-1094C*

April 12, 2016

1095 C Late Filings now what?

May 11, 2016

Using Look Back Measurement Method.

6055 & 6056 Reporting

AIS Benefits Attorney assisted with question on 6056 reporting, including controlled group reporting and how to code different forms.

ACA Annual Seminar

August 13th 2016: Lisa Klinger, AIS compliance and ACA attorney, presented at Hilton Garden Inn in Idaho Falls. Lisa updated on upcoming changes and how to be prepared under ACA. She also discussed how to prepare for 6056 reporting and answered employer specific questions. Lisa takes an hour after each presentation for Q & A and is always available to Teton County as resource.



HR Consulting & ThinkHR

AIS provides backup HR support and consulting as needed through ThinkHR.

Included in the ThinkHR Workplace:

ThinkHR Live

ThinkHR Live's team of experience HR advisors can point you in the right direction, offer a second opinion, or coach you on critical workforce issues. Call us at 877-225-1101, we're open 11 hours a day from 8 a.m. CST - 7 p.m. CST.

ThinkHR Comply

ThinkHR Comply is an award-winning resource center for your workforce and compliance issues. Explore key tools like our Q&A Database and HR Audit Checklist and hundreds of downloadable sample notices, forms, policies, and checklists.

ThinkHR Learn

Training solutions that develop employees and ensure compliance. ThinkHR Learn has more than 200 compliance-related courses.

HR Hand Book Builder



ThinkHR is a cloud-based HR platform of integrated HR resources, including live experts meant to help you resolve urgent workforce issues and ensure HR compliance.



Teladoc

Teladoc give access to a national network of U.S. board-certified doctors who are available anytime, day or night, to treat many of your medical issues.

Teladoc can help you in many areas.

General health

- Cold and flu
- Sinus problems
- Pediatric care
- Bronchitis
- Allergies
- Poison ivy
- Respiratory infection
- Urinary tract infection
- Pink eye

Behavioral Health

Schedule a phone or video appointment with a psychiatrist, psychologist, licensed clinical social worker, counselor, or therapist to treat behavioral conditions like addiction, depression, family difficulties, and more. Simply log in to your account and request a behavioral health visit to get started.

Dermatology

There's no need to wait weeks to receive skin care. Teladoc gives you a quick, convenient, and discreet solution for treating skin conditions like acne, rash, or shingles. Simply log in to your account and request a dermatology visit.

Sexual Health

We know this can be a sensitive subject, but rest assured, all health information and test results are secure and confidential. Log in to your account, select "Request Lab Testing" and follow the online instructions to get started.

Tobacco Cessation

This multi-faceted program combines nurse coach support, physician treatment, and tobacco cessation content to give you a proven plan to quit using tobacco for good. To get started, simply log in to your account, request a general health visit and ask your doctor about the tobacco cessation program.



Teladoc physicians, dermatologists, and behavioral health professionals diagnose many health issues, from cold and flu symptoms to rash and skin problems, and much more.

Teton County COBRA

NOTICES PROVIDED:	NUMBER OF NOTICES PROVIDED
COBRA Initial Notification	23
Last Day to Accept COBRA Notification	47
Loss of Coverage Date (Due to COBRA)	24
Notified of Qualifying Event	30
Termination of Employment (1st QE)	22
COBRA Election Form	27
Coupon Book	1
Termination - No Timely Response	29



1:02 PM
07/14/16
Accrual Basis

Teton County Employee Benefit Plan
Profit & Loss
January through June 2016

	<u>Jan - Jun 16</u>
Income	
4010 - Co Medical Contribution	301,707.51
4015 - Dental Contribution	17,491.22
4020 - Co Life Ins Contribution	4,513.68
4080 - Interest Income	8.60
	<hr/>
Total Income	323,719.01
Expense	
5200 - Claims Paid	12,234.21
5400 - Medical Ins Premiums	266,216.20
5405 - Dental Insurance Premium	20,477.12
5410 - Life Ins Premiums	6,540.20
5475 - Legal & Accounting	1,898.00
	<hr/>
Total Expense	307,365.73
Net Income	<hr/> 16,353.28 <hr/>

1:02 PM
07/14/16
Accrual Basis

Teton County Employee Benefit Plan
Balance Sheet
As of June 30, 2016

	<u>Jun 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1050 - Cash In Bank - Checking	68,328.82
1080 - Cash In Bank - CD	128,333.79
Total Checking/Savings	<u>196,662.61</u>
Total Current Assets	<u>196,662.61</u>
TOTAL ASSETS	<u><u>196,662.61</u></u>
LIABILITIES & EQUITY	
Equity	
3500 - Fund Balance	123,218.77
Retained Earnings	12,858.12
Net Income	60,585.72
Total Equity	<u>196,662.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>196,662.61</u></u>

1:28 PM
07/14/16
Accrual Basis

Teton County Employee Benefit Plan
Balance Sheet
As of June 30, 2015

	<u>Jun 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1050 - Cash in Bank - Checking	46,338.05
1080 - Cash In Bank - CD	128,333.79
Total Checking/Savings	<u>174,671.84</u>
Total Current Assets	<u>174,671.84</u>
TOTAL ASSETS	<u>174,671.84</u>
LIABILITIES & EQUITY	
Equity	
3500 - Fund Balance	123,218.77
Retained Earnings	62,781.14
Net Income	<u>-11,328.07</u>
Total Equity	<u>174,671.84</u>
TOTAL LIABILITIES & EQUITY	<u>174,671.84</u>

Claims History by Services
Teton County

Period Beginning: 01/01/2016
Ending: 12/31/2016

Benefits Selected for the Report:

- Medical Expense Reimbursement
- Teton Medical Expense Reimburs

Grouped by Services	Total Charges	Ineligible Amount	Discount Amount	Other Insuranc	Approved Charges	Employee Co-Pay	Carrier Co-Ins	Paid Amount	Paid By Employer for Employee Dependent	Claims Count	Average Charge	
Anesthesia	285.60	0.00	200.40	0.00	85.20	0.00	0.00	199.92	199.92	0.00	1	285.60
Emergency Services	5513.16	0.00	1047.75	0.00	4465.41	200.00	1377.80	2674.33	1147.22	1527.11	5	1102.63
Hospital	1598.83	0.00	32.63	0.00	1566.20	0.00	0.00	1119.18	0.00	1119.18	1	1598.83
Imaging	130.33	0.00	10.82	0.00	119.51	0.00	400.00	0.00	0.00	0.00	1	130.33
Lab	698.23	0.00	29.66	0.00	668.57	0.00	755.36	0.00	0.00	0.00	5	139.65
Medical	5542.55	0.00	223.45	0.00	5319.10	0.00	0.00	2800.00	2800.00	0.00	7	791.79
Medical Equipment	122.50	0.00	282.82	0.00	-160.32	0.00	0.00	0.00	0.00	0.00	1	122.50
Office Visit	274.33	0.00	424.61	0.00	-150.28	120.00	395.06	0.00	0.00	0.00	4	68.58
Physical Therapy	2526.20	0.00	242.36	0.00	2283.84	0.00	0.00	1288.25	0.00	1288.25	2	1263.10
Radiology	653.42	0.00	176.02	0.00	477.40	0.00	250.06	119.67	119.67	0.00	6	108.90
Surgery	5959.42	0.00	3519.72	0.00	2439.70	30.00	10780.01	2760.28	2605.57	153.71	7	851.35
Vision Services	658.75	0.00	708.09	0.00	-49.34	120.00	480.16	0.00	0.00	0.00	4	164.69
Totals:	23963.32	0.00	6898.33	0.00	17064.99	470.00	14438.45	10961.63	6873.38	4088.25	44	544.62

Teton County

Resolution Adopting the Teton County All Hazard Mitigation Plan

WHEREAS, the County recognizes the threat that natural hazards pose to people and property;
and

WHEREAS, undertaking hazard mitigation actions before disasters occur will reduce the
potential for harm to people and property and save taxpayer dollars; and

WHEREAS, an adopted all hazard mitigation plan is required by FEMA as a condition of future
grant funding for mitigation projects under FEMA pre- and post-disaster mitigation grant
programs; and

WHEREAS, Teton County participated jointly in the planning and update process with cities of
Driggs, Teton and Victor to prepare an All Hazard Mitigation Plan, which was made available
for review and will reside permanently in the Teton County Office of Emergency Management;
and

WHEREAS, The Idaho Office of Emergency Management and Federal Emergency
Management Agency, Region X, officials reviewed the 2016 update and approved it contingent
upon this official adoption by the participating governing body; and

NOW THEREFORE IT IS HEREBY RESOLVED that Teton County hereby adopts the 2016
Teton County All Hazards Mitigation Plan as an official plan, and do hereby endorse and agree
to participate in the implementation of the Teton County All Hazard Mitigation Plan as it applies
to this jurisdiction.

Passed this ____ day of _____ 2016

Commissioner Bill Leake

ATTEST:

County Clerk Mary Lou Hansen



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

150 Courthouse Drive #208
Driggs, Idaho 83422

Teton County Clerk

July 20, 2016

TO: Commissioners
FROM: Mary Lou Hansen, Clerk
SUBJECT: PTO Carryover Request

Chief Deputy Clerk Jenifer VanMeeteren-Shaum has requested approval to carryover more than 80 hours PTO time into FY 2017. She had planned a long vacation this summer in order to visit her son and his family when they returned to the States after a 4-year military deployment in Germany. However, his orders changed unexpectedly last month and the family vacation has been rescheduled for early spring 2017.

Jenifer has worked for the county since 2007 and this is the first time she has been unable to use her PTO hours within the timeframe required. She has my permission to reschedule the time off but also requires yours. Thank you for your consideration.



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

150 Courthouse Drive #208
Driggs, Idaho 83422

Teton County Clerk

July 20, 2016

TO: Commissioners

FROM: Clerk

SUBJECT: Update Personnel Policy to reinstate ability to carryover excess PTO

The PTO carryover provision was erroneously deleted from the Personnel Policy last year. You discussed that error in December and agreed that you intended to retain a process for carrying over excess PTO hours (see attached pages).

Please make a motion to update the Personnel Policy by adding the following sentence on page 18 (tracked changes shown on next page): “This rule may be subject to an exception upon written permission of the responsible department head or elected official, and the Board of County Commissioners, which must be obtained prior to the end of the fiscal year and cannot be obtained in two consecutive years.”

1. Paid Time Off (PTO)

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

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

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

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

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

2. Long Term Illness (LTI)

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

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

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

LTI may be used after an injury, illness or pregnancy requires an employee to miss more than two consecutive scheduled work days. An employee must miss at least two-thirds of a scheduled shift to be

COMMISSIONERS PRESENT: Cindy Riegel, Kelly Park, Bill Leake

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

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

PLANNING, BUILDING & WEEDS

The Board reviewed information provided by Planning Administrator Jason Boal (Attachment #1). They agreed with his request to change the title of the new weed employee to “Weed Superintendent/Natural Resource Specialist” in order to comply with State Statute 22-2405.

RECREATION PLANNER. The Board discussed the information and options outlined by Mr. Boal and decided to hire a pay grade 8 Recreation Planner. The job will be advertised as a temporary, 19 hour per week position with no benefits. The pay range will be \$20.09-\$23.36 per hour with the exact pay rate depending upon the qualification and experience of the applicant selected. Any employment offer will make it clear that the hourly rate may change if the job becomes a permanent position with benefits in the future. The Board authorized Mr. Boal to begin advertising the position.

OPEN MIC

No one present wished to speak at Open Mic.

CLERK

The Board reviewed the memo provided by Clerk Hansen (Attachment #2). They agreed to change the Precinct numbers as recommended and will adopt a formal resolution January 11. Commissioner Riegel will coordinate establishment of an Employee Committee with HR manager Janette Burr. **Clerk Hansen will propose a future modification to the Employee Manual to re-instate the PTO carryover provision erroneously removed this year.**

- **MOTION.** Commissioner Riegel made a motion to approve the polling places for all 2016 elections as currently utilized and as outlined in the Clerk’s memo. Motion seconded by Commissioner Park and carried unanimously.
- **MOTION.** Chairman Leake made a motion to approve the Annual Road and Street Financial Report for FY 2015. Motion seconded by Commissioner Park and carried unanimously. (Attachment #3)

COMMISSIONERS

2015 ACCOMPLISHMENTS & 2016 PRIORITIES. Chairman Leake distributed a draft update of the Commissioners’ priority list showing the items that had been completed during 2015 (Attachment #4). The Board discussed several possible changes, clarifications and additions. Commissioner Riegel said she would like the Board to continue supporting education by collaborating with the School Board as appropriate and by evaluating the effectiveness of the county-funded 4H educational/leadership program. The document will be updated and discussed again in a future meeting.

ADMINISTRATIVE

- **MOTION.** Chairman Leake made a motion to approve the minutes of December 2 as corrected. Motion seconded by Commissioner Riegel and carried unanimously.
- **MOTION.** Commissioner Riegel made a motion to approve the December 14 minutes as presented. Motion seconded by Commissioner Park and carried unanimously.

2016 SCHEDULE. The Board discussed their 2016 meeting, work session, town hall meeting and conference/training schedule. All three plan to attend the Feb. 2-4 IAC legislative conference in Boise. They agreed it would be appropriate for Chairman Leake to represent the county at a Department of Commerce training session in Boise January 19. They decided to dedicate the Centennial Eagle plaza at 1 pm on Monday, January 25.

Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the Board of County Commissioners.

1. Paid Time Off (PTO)

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

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2. Long Term Illness (LTI)

Long Term Illness is available on the following schedule:

⊗ I may have made an error with this change . . . that you did not want to remove the following sentence from this paragraph: *“This rule may be subject to an exception upon written permission of the responsible department head or elected official, and the Board of County Commissioners, which must be obtained prior to the end of the fiscal year and cannot be obtained in two consecutive years.”* Please discuss. -mlh

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

A “day” of LTI equals 1/5 of the hours worked by an employee during their *typical* work week, with an 8-hour maximum. For example, a 35-hour employee will earn three 7-hour days of LTI (21 hours), while a 40-hour per week employee will earn three 8-hour days (24) hours. LTI begins accruing on the first day of a new employee’s first full pay period. LTI stops accruing if an employee takes an unpaid leave of absence or is placed on any type of administrative leave. LTI accrues on a bi-weekly basis.



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clerk@co.teton.id.us

150 Courthouse Drive #208
Driggs, Idaho 83422

Teton County Clerk

July 20, 2016

TO: Commissioners
FROM: Mary Lou Hansen, Clerk
SUBJECT: Preparations for Ohlson murder case

The upcoming murder case will be a significant event for the Court. The attached documents provide information about security plans made by Court Bailiff Lindsey Moss in coordination with the Sheriff's Office. (Many thanks to Judge Walker for helping Teton obtain two walk-through scanners from Bonneville County at no cost.)

I've also attached information about the state's Capital Crimes Defense Fund, which provides financial assistance for defense costs related to cases involving the death penalty. It may be several months before we know whether this case will qualify.

Chairman Leake is speaking with Bonneville County Commissioner Roger Christensen regarding the possibility of utilizing the services of Bonneville County's death-penalty-certified public defender on a cost-reimbursable basis.

Court Security Plan

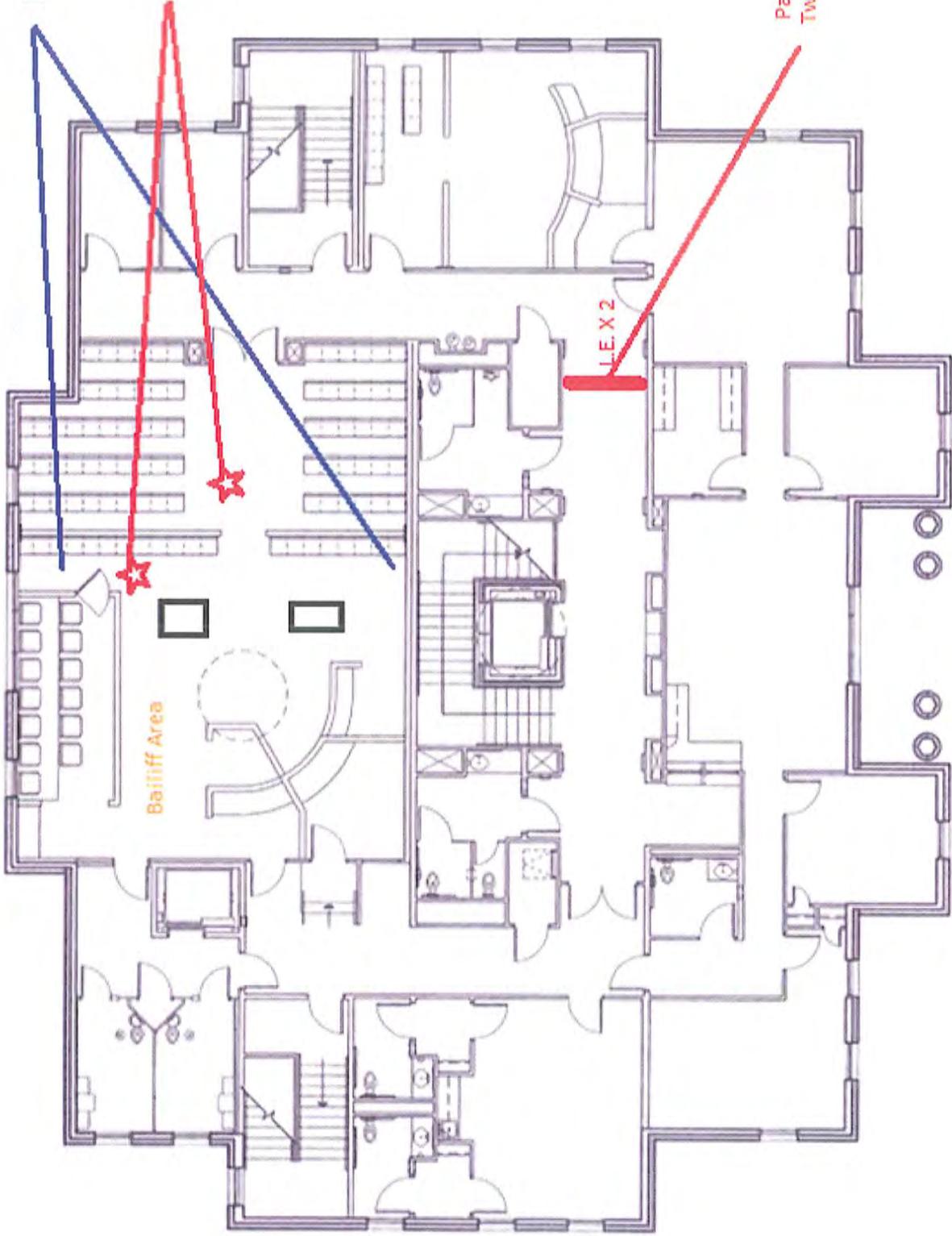
Ohlsen

1. This plan will be implemented for all court appearances. This plan will not apply to a Jury Trial.
 - a. This plan may be altered by the presiding Judge.
2. Two Sheriff's Deputies will transport and accompany the defendant. Once the defendant is seated in the courtroom at the council table one transporting deputy will take a seat to the right and slightly behind the defense council table. The other transporting deputy will take a seat behind the council table in the public area. Folding chairs will be provided for the deputies to allow freedom of movement.
3. Two Sheriff's Deputies will be stationed at the pass through metal detector. Once the hearing begins, one of those deputies will move into the courtroom and station at the doors. The other deputy will remain at the metal detector monitoring the court activity on a laptop computer.
4. The Bailiff will station in the courtroom area to pass documents as directed by the presiding judge.
5. Fire/EMS will be notified of scheduled hearings. They are not to stage at the courthouse but should be briefed of the proceedings and will be summoned in the event of an emergency.

Media

Transport Officers

Pass Through Metal Detect or
Two Law enforcement Officers



Bailiff Area

L.E. X 2

IDAHO CAPITAL CRIMES DEFENSE FUND GUIDELINES and POLICY FOR REIMBURSEMENT

[Adopted and Approved by the ICCDF Board of Directors: November 5, 1998; Amended: February 8, 2005]

Idaho's counties are authorized by Idaho Code Section 19-863A to create a voluntary capital crimes defense fund (CCDF) to ease the burden of the cost of trials for death penalty cases. The CCDF is created through a Joint Powers Agreement authorized by chapter 23, title 67, Idaho Code and is administered by a seven-member Board of Directors elected by the counties. The counties on a per capita basis pay the cost of operating the CCDF.

The following steps or criteria must be met in order for a county participating in the Joint Powers Agreement to access the CCDF:

- The crime for which the death penalty is sought must have occurred on or after October 1, 1998.
- A county Prosecutor must declare that he or she will seek the death penalty no later than thirty days after entry of a plea by the defendant. Idaho Code Section 18-4004A
- The prosecutor should provide to the CCDF a copy of the notice of intent to seek the death penalty at the time of notice to the defendant.
- Beginning in January, 1999, Idaho Criminal Rule 44.3 enables the judge to appoint two qualified attorneys to represent the defendant in death penalty cases. [As of 12/2000, rule is suspended pending final Supreme Court approval.]
- The county shall pay for one of the attorneys (the "death penalty qualified" public defender or contract attorney shall be paid by the CCDF). The county shall pay an additional \$10,000 deductible for the costs of the trial. In the case of multiple defendants, the deductible and attorney payment requirement applies to each defendant.
- After the deductible is paid, the CCDF will pay the costs for the second attorney and all other related trial costs including but not limited to preparation, investigation, forensics, mitigation, etc.
- The board of county commissioners, county clerk, prosecuting attorney and defense counsel should work closely to insure that information is provided to the CCDF in order that reimbursement can be made to the counties. Claims are to be submitted to the CCDF after approval by the board of county commissioners. (Clerks please note that this will work similarly to the CAT program.)

There is no direct relationship between the CCDF and the office of the State Appellate Public Defender (SAPD) created in Idaho Code Sections 19-867 through 19-872 other than counties must participate in the CCDF in order to access the services of the State Appellate Public Defender. There is also no direct relationship between the SAPD and the Attorney General's office. The Attorney General's office handles all appeals for the prosecution.

- The State Appellate Public Defender will handle ALL FELONY APPEALS, appeals from the district court in post-conviction relief proceedings, appeals from the district court in certain habeas corpus proceedings and post conviction relief proceedings in death penalty cases. Idaho Code Section 19-870

If a case is converted from a capital case to a non-capital case prior to trial, the CCDF shall pay only those amounts incurred prior to conversion to a non-capital case.

IDAHO CAPITAL CRIMES DEFENSE FUND GUIDELINES AND POLICY FOR REIMBURSEMENT

[Adopted and Approved by the ICCDF Board of Directors: November 5, 1998; Amended: February 8, 2005, June 7, 2016]

THE FUND

Idaho Code Section 19-863A authorizes Idaho's counties to create a voluntary capital crimes defense fund (CCDF) through a Joint Powers Agreement to ease the burden of the cost of trials for death penalty cases. The CCDF is administered by a seven-member Board of Directors elected by the counties. The counties pay the cost of operating the CCDF on a per capita basis.

Although participation in the CCDF is voluntary, non-participating counties cannot access the services of the State Appellate Public Defender (SAPD) (see Idaho Code Sections 19-867 through 19-872). The SAPD handles (1) felony appeals from convictions in district court; (2) felony interlocutory appeals from district court; (3) felony appeals from district court in post-conviction relief and habeas corpus proceedings; (4) felony post-conviction relief proceedings in district court in capital cases (see Idaho Code Section 19-870). By way of contrast, the Attorney General's office handles all appeals for the prosecution. The CCDF and the SAPD are separate entities.

OVERVIEW OF THE PROCESS

Once the county prosecutor declares his or her intent to seek the death penalty, the court will appoint two trial attorneys in the event that the defendant is indigent (see Idaho Criminal Rule 44.3(2)). From time to time, the court will order the county to pay certain expenses of defense, and then the county submits those orders and supporting documentation to the CCDF. The CCDF board will review the orders and documentation, and reimburse the county in accordance with the board's policies.

REIMBURSEMENT POLICY

The county shall pay for one of the attorneys, and the expenses of the "death penalty qualified" public defender or contract attorney are eligible for reimbursement by the CCDF. The county shall pay an additional \$10,000 deductible for the costs of the trial. In the case of multiple defendants, the deductible and attorney payment requirement applies to each defendant. After the deductible is paid, the CCDF will pay the costs for the second attorney and all other related trial costs including but not limited to preparation, investigation, forensics, and mitigation. If a case is converted from a capital case to a non-capital case prior to trial, the CCDF shall pay only those amounts incurred prior to conversion to a non-capital case.

The CCDF will not pay for certain items. One item for which it will not pay is medical costs of defendants who are inmates – those costs are appropriately to be borne by the county jail. Furthermore, the CCDF will not pay for dining costs of attorneys and their staff unless otherwise warranted, such as in the event of necessary travel.

THE PROCESS FOR COUNTIES AND DEFENSE COUNSEL

Each county that is participating in the Joint Powers Agreement must follow the following steps in order to access the fund:

1. The county must verify that the crime for which the death penalty is sought must have occurred on or after October 1, 1998.
2. The county prosecutor must declare that he or she will seek the death penalty no later than thirty days after entry of a plea by the defendant. Idaho Code Section 18-4004A
3. The prosecutor must provide to the CCDF a copy of the notice of intent to seek the death penalty at the time of notice to the defendant.
4. On a monthly or otherwise regular basis, the defense counsel for the defendant should submit invoices and receipts for expenses to the money judge appointed for the case.
5. After review for appropriateness of the costs, the money judge should approve and/or deny the invoices and receipts, and issue orders on a monthly or otherwise regular basis to the county to pay the approved costs.
6. The defense counsel and the county clerk should coordinate and submit the court orders and the supporting documentation to the board of county commissioners as required by Idaho Code 31-1501.
7. The board of county commissioners, county clerk, prosecuting attorney and defense counsel should work closely to insure that court orders for reimbursement and supporting document (e.g. invoices, receipts) are provided to the CCDF. Claims are to be submitted to the CCDF after approval by the board of county commissioners.

THE PROCESS FOR JUDGES

To ensure transparency and accountability in the reimbursement process, the CCDF board strongly encourages judges to follow these steps when reviewing, approving and disapproving costs submitted by defense attorneys:

1. Require the defense counsel to submit invoices and receipts of incurred expenses to the court on a monthly or otherwise regular basis.
2. Review invoices and receipts to ensure appropriate use of funds, and order the county to pay the approved total.
 - a. Orders should require *the county*, not the CCDF board (which is not a party to the criminal case), to pay the dollar amount in the court order. The CCDF board has seen orders by judges requiring the board to pay a certain cost instead of the county. Idaho Code 19-863A authorizes a joint powers agreement which would create the CCDF, but the statute does not grant any authority to the courts to require the CCDF board to pay any amounts. Accordingly, the CCDF board recommends that the orders be directed to the county. The CCDF will review claims submitted to it by the counties, and the CCDF board will approve or deny claims based on its policies.

- b. Judges should issue orders to pay costs *after* reviewing the documentation. The CCDF board has seen instances in which judges “pre-authorize” a certain dollar amount to be used for certain purposes, but then do not review any invoices after the costs are actually incurred. The CCDF board is gravely concerned that lack of review by the courts after the costs are incurred can lead to inappropriate uses of funds.

THE PROCESS FOR THE CCDF BOARD

When the CCDF board has received a request for a case that qualifies for reimbursement, the CCDF board will first assign its own case number in order to ensure maintaining confidentiality of the case while still complying with notice and agenda requirements. This case number is six digits long, with the first four separated from the last two by a hyphen. The first four digits are to be the calendar year in which the board received the request for reimbursement. The last two digits are to be an arbitrary number, specifically not assigned in the chronological order in which the board received the request, in order to ensure confidentiality. Therefore, a case that the board received in the year 2016 may have the case number “2016-12,” even if the board only received two cases that year, and this case was the first one.

The CCDF board requests that counties submitting requests for reimbursement provide the following information for each expense item:

1. The date(s) of service of the expense (or date the cost was incurred)
2. The payee’s name
3. The payee category (e.g. expert witness, attorney, forensic pathologist)
4. The expense amount
5. The expense category (e.g. travel, labor, lab tests)
6. Supporting documentation for the expense (e.g. receipts, invoices)
7. The date the court ordered payment of the expense
8. A copy of the court order for payment of the expense

Failure to provide all of this information may result in the denial of reimbursement requests.

After the CCDF board reviews the documentation, the board instructs its financial officer to make payments to the counties as the board has deemed appropriate.



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

Teton County Clerk

150 Courthouse Drive
Driggs, Idaho 83422

July 21, 2016

TO: County Commissioners
FROM: Mary Lou
SUBJECT: Clerk's FY 2017 Budget Memo #7

1. **Health Insurance.** The County's plan renews January 1 and final rates are typical unknown until November. American Insurance representative Travis Argyle will be present to provide an update. The current budget contains a 6% placeholder for possible future increases.
2. **Recreation Impact Fees.** The Impact Fee Advisory Committee has approved the Fair Board's request to spend \$41,800 from the Recreation Facility Impact Fee Fund for specific fairground upgrades.
3. **Door Lock & Security Cameras.** IT Administrator Greg Adams and Facilities Manager Jay Millin have scheduled a meeting to discuss the best approach to these areas. Their respective budgets will be modified to reflect the decisions reached.
4. **Non-Profit Funding.** Please review the attached spreadsheet for accuracy.
5. **Indigent Defense Grant Application.** Please approve the attached \$25,000 grant request from the Idaho State Public Defense Commission. This grant opportunity will be an ongoing revenue source and the amount available will hopefully increase over time.
6. **Murder Case.** Costs estimates for handling a murder case range from \$15,000-\$150,000. The Court budget has been increased by \$15,000.
7. **Salaries & Raises.** Your July 18 decisions have been incorporated; \$80,000 of the original \$108,175 salary placeholder amount has been allocated. Please determine any other desired salary changes.
8. **BUDGET SUMMARY.** The spreadsheet has been updated per decisions made to date. Some uncertainties remain, including the amount needed for Tri-County Probation and Drug Court. There is still a \$216,091 shortfall. I will identify specific cost-saving suggestions prior to Monday's discussion.

Non-Profit Funding Requests: FY 2017

Organization	Request Received	Amount Received FY 2016	Amount Requested FY 2017	Preliminary Amount Approved	Final Amount Approved	BOCC signed contract	Non-Profit Signed Contract
Veterans Memorial (American Legion)	x	7,051	7,263	7,263	7,263		
City of Driggs (Fireworks)	x	5,000	5,000		5,000		
Community Resource Center of Teton Valley	x	0	9,000		5,000		
Family Safety Network	x	5,000	10,000	6,000	5,000		
Seniors West of the Tetons	x	6,000	6,000	6,000	6,000		
Targhee Regional Public Transit Authority (TRPTA)	x	6,000	6,000	6,000	6,000		\$5,000 to TRPTA, \$1,000 for John Trudell to attend TRPTA meetings
Teton Regional Economic Coalition (formerly TVBDC, Chamber & Geotourism Center)	x	35,000	35,000	35,000	35,000		
Teton Valley Community Animal Shelter	x	9,600	10,000		10,000		in Sheriff's budget (01-04-552)
Teton Valley Community Recycling	x	5,000	10,000	10,000	10,000		in Solid Waste budget (23-00-687)
Teton Valley Food Pantry (Food Bank)	x	6,500	6,500		6,500		
Teton Valley Foundation - SnowFest	x	1,855	3,000		3,000		in Contingency (01-18-526)
Teton Valley Foundation - Ice Rink	x	0	30,000		0		
Teton Valley Hispanic Resource Center		0	14,400		0		
Teton Valley Mental Health Coalition	x	5,000	5,000	5,000	5,000		
TOTALS		\$92,006	\$157,163	\$75,263	\$91,500		

INDIGENT DEFENSE GRANT APPLICATION FORM

(I.C. §19-862A)

Form Due Date: August 1, 2016.

Funds to be dispersed on or about October 1, 2016, if approved.

DATE: July 22, 2016	COUNTY: Teton	COUNTY FISCAL YEAR REQUEST: 2017
	CONTACT INFORMATION	ADDRESS
Name	Mary Lou Hansen	150 Courthouse Drive #108
Title	Elected Clerk	Driggs, ID 83422
E-Mail	clerk@co.teton.id.us	
Phone	208-354-8780	
Fax	208-354-8410	

County FY2015 Data Reporting (Oct. 1, 2014 – Sept. 30, 2015)		
No. of Attorneys Handling Public Defense Cases, excluding conflict cases:	1	
Please Indicate the Number of Public Defense Cases Handled By Type, Excluding Conflict Cases		
Felony: 19	Misdemeanor: 72	Child Protection: 6
Mental Health: 8	Juvenile: 9	Criminal Contempt: 0
Other (please specify type and number): All handled by 1 attorney, except 3 attorneys were assigned to 3 CPA cases and 2 attorneys were assigned to 1 CPA case.		
Conflict Public Defender Cases		
No. of Conflict Cases	No. of Conflict Attorneys	No. of Conflict Cases/Attorney
22	5	
Please Indicate the Number of Conflict Public Defense Cases Handled By Type		
Felony: 2	Misdemeanor: 16	Child Protection: 0
Mental Health: 0	Juvenile: 4	Criminal Contempt: 0
Other (please specify type and number):		

Delivery Models: Please indicate which indigent defense delivery system model is provided in your county pursuant to Idaho Code. Check all that apply.

- Established public defense office. (I.C. §19-859(1))
- Joining with the board of county commissioners of one (1) or more other counties with the same judicial district to establish and maintain a joint office of public defender pursuant to an agreement authorized under section 67-2328, Idaho Code. (I.C. §19-859 (2))
- Contracting with an existing office of public defense. (I.C. §19-859(3))
- Contracting with a defending attorney, provided that the terms of the contract do not include price structuring that charges or pays a single fixed fee for the services and expenses of the attorney. (I.C. §19-859(4)).
Is this contract for conflict cases only? Yes No
- Combination of the above. Please explain. _____
- Other. Please explain. Teton contracts with a single attorney for most PD work and with 5 other attorneys for conflict cases.
- Check here if joining another county under §19-859(2) (Requires M.O.U. and Form B)

Does The County Public Defense Office Or Each Contractor Use An Electronic Case¹ Management System? If Yes, Please Specify Software Used By Each.

No.

Please Specify How Caseloads² or Workloads³ Are Tracked. The definition of a "case" is guided by the Idaho Supreme Court.⁴

The County's main PD uses a combination of Google Calendar and Microsoft Excel to track cases & hours.

How Was Public Defense Funded In Your County In FY 2015? Please indicate what funds or levies were used and the amount expended from each source.

- General Fund: _____ % Justice Fund: _____ % Indigent Levy: _____ %
- Other (please specify): 100% of our indigent defense costs are paid out of our District Court Fund
- Capital Crimes Defense Fund Levy: _____
*If you were not assessed in FY2015, please indicate the last amount you were assessed and in which fiscal year: _____

What Is The "Local Share" For The County?

Local share calculation for your county is the median amount in county funds expended for indigent defense during each of the first three (3) years of the preceding five (5) years. (This number must be certified by the county clerk utilizing **Form A.**) The Local share may include a number of items. **See Appendix A.**

\$40,773

How Does The County Plan On Spending The Grant Money Disbursed By The Public Defense Commission? Please use the maximum allowable grant when setting your budget, even though you may not receive the maximum allotment. *The Idaho Principles of an Indigent Defense Delivery System, as listed in Idaho Code 19-850(a)(vii), should guide your decision. See Appendix B.*

Grant funds will be used to help pay costs related to indigent defense and to also help pay future, additional costs related to new performance standards.

I certify (or declare) under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Cindy Riegel

District 1 Commissioner – Print Name

Signature

July 25, 2016

Date

Kelly Park

District 3 Commissioner – Print Name

Signature

July 25, 2016

Date

Bill Leake

District 2 Commissioner – Print Name

Signature

July 25, 2016

Date

Mary Lou Hansen

Clerk of the Board – Print Name

Signature

July 25, 2016

Date

***The signature of the Clerk of the Board and at least 2 Commissioners is required.**

FORM A - COUNTY CLERK'S CERTIFICATION

Total County Funds Expended For Public Defense Services, including any levy imposed for the Capital Crimes Defense Fund	
FY 2011	\$38,719
FY 2012	\$47,804
FY 2013	\$40,773
FY 2014	\$65,257
FY 2015	\$71,579
The Median⁵ Amount Expended For Public Defense For FY 2011, FY 2012, and FY 2013 is:	
\$40,773	

State of Teton
 County of Idaho

On this 23 day of July, 2016, I certify that the preceding or attached documentation and information provided therein is true and accurate.

Mary Lou Hansen

 (Printed Name of Clerk)

[SEAL]

 (Signature of Clerk)

FORM B – JOINT COUNTY PUBLIC DEFENDERS

Are you applying as a part of a joint county indigent defense service provider?
No
If not, do you plan to or are you considering joining another county to provide indigent defense services?
No, too many conflicts with court days
If yes, please attach a copy of any MOU that exists. (NOTE: Each county still needs to submit a separate grant application. Indicate below if an MOU is attached.)
Which counties will be joining together to provide indigent defense services?

Budget Summary: All Funds

FISCAL YEAR 2017 - amounts as of July 20, 2016

Fund / Department	Actual Expenses FY 2014	Actual Expenses FY 2015	Adopted Budget FY 2016	FY 2017 Budget Requests	Second Draft FY17 Budget (after June meetings)	Third Draft FY17 Budget (after July 18 meeting)						
01-General Fund												
1-Clerk / Auditor	149,218	156,914	185,273	211,916	202,916	202,916						
2-Assessor	252,193	260,332	291,272	305,382	305,377	305,377						
3-Treasurer / Tax Collector	173,777	185,588	197,124	177,902	177,902	170,702						
4-Sheriff	985,949	1,186,812	1,358,918	1,420,101	1,214,945	1,183,546						
5-Commissioners	175,574	177,697	226,279	229,001	224,765	220,229						
6-Coroner	24,408	24,305	35,270	35,770	35,770	35,770						
7-Prosecuting Attorney	240,852	248,590	282,931	270,981	270,981	270,981						
8-Public Works Director	93,961	97,771	189,387	170,681	170,681	170,681						
9-Courthouse & Grounds	138,065	174,440	185,183	174,756	174,356	176,906						
10-Old Courthouse & Grounds	11,054	0	0	0	0	0						
11-Emergency Mgt	65,471	67,569	73,210	64,570	64,570	58,830						
13-County Agent	57,671	61,820	65,311	66,975	66,975	66,975						
14-Information Technology	292,462	201,956	354,806	389,509	529,220	474,167						
15-Elections	52,794	47,598	66,807	63,526	63,526	65,826						
17-Law Enforcement Center	13,602	32,805	58,831	69,226	70,026	70,026						
18-General	263,909	263,164	304,615	574,860	568,860	514,360						
19-Dispatch	269,916	264,231	321,823	312,381	312,381	311,581						
20-Jail	107,876	203,402	169,967	183,327	183,327	183,327						
21-Planning	133,342	175,835	268,750	293,893	299,078	306,367						
22-Building	122,352	159,673	144,369	204,745	155,855	155,855						
23-GIS	97,929	91,844	99,880	94,340	89,340	89,340						
24-Recreation	0	0	0	72,493	56,108	56,528						
31-Emergency Services Bldg	10,077	15,578	19,775	20,575	13,946	13,946						
Total General Fund	\$3,732,454	\$4,097,923	\$4,899,781	\$5,406,910	\$5,253,205	\$5,104,236	\$1,632,975	\$275,000			\$200K unspent FY16 budgets + \$75K unanticipated revenue	
02-Road & Bridge	1,232,093	1,537,177	1,511,374	1,778,615	1,702,941	1,702,429	1,251,432	100,000			amount not spent for Victor gravel pit this year	
06-Court & Probation							138,816					
1-District Court	328,238	344,777	371,890	391,312	380,412	398,412		5,000				
2-Juvenile Probation	184,697	182,801	184,456	184,158	207,258	206,658						
16-Indigent & Charity	31,612	81,034	73,116	73,116	73,116	73,116	5,250	30,000				
20-Revaluation	116,800	116,800	126,800	130,604	130,604	130,604						
21-Special Planning Projects	650	0	0	0	0	0						
24-Tort	118,107	121,612	126,448	128,925	128,925	128,925						
27-Weeds	79,185	73,187	113,945	133,988	124,488	124,488	13,500					
41-Building Fund	1,289,766	0	0	0	0	0						
60-Housing Authority	0	0	5,000	0	0	0					Remaining cash available due to miscalculation of FY16 levy rate	
82-County Fair/Fair Grounds	109,978	68,803	103,835	88,890	96,890	96,890	48,150	20,000				
	\$7,223,579	\$6,624,113	\$7,516,645	\$8,316,518	\$8,097,839	\$7,965,758	\$3,090,123	\$430,000				
Estimated Property Tax Collections during 2017							\$4,229,544					
TOTALS for Funds receiving general property tax revenue												
							TOTAL PROJECTED REVENUE	\$7,749,667				
							LESS TOTAL BUDGET REQUESTS	\$7,965,758				
							BUDGET SURPLUS (Shortfall) for funds receiving general property taxes	(\$216,091)				
FUNDS WITH RESTRICTED REVENUE												
	Actual Expenses FY 2014	Actual Expenses FY 2015	Adopted Budget FY 2016	FY 2017 Budget Requests	Second Draft FY17 Budget (after June meetings)	Third Draft FY17 Budget (after 7/18 mtg)	TOTAL Estimated FY 2017 Revenue	Estimated Non-Prop Tax Revenues	Estimated Taxes, Fees, Penalty & Interest collected during FY 2017	Remaining Cash budgeted to be spent during FY 2017		
15-Election-State Funds	42,355	46,513	66,226	58,492	66,000	66,000	66,000	66,000				
23-Solid Waste	1,270,703	2,250,567	1,696,728	1,435,439	1,435,439	1,435,439	1,446,275	821,275	625,000			
33-Road, Special	1,084,662	1,315,291	768,572	760,855	760,855	760,855	761,195	6,195	755,000			
36-Prosecutor's Special Drug Fund	2,517	0	5,000	5,000	5,000	5,000	5,000			5,000		
43-Road Improve-Developer Donatio	0	0	30,000	30,000	30,000	30,000	30,000			30,000		
44-E 911 Communications	190,963	102,737	120,074	118,199	118,199	119,399	122,250	122,250				
50-Ambulance Service District	648,723	635,297	633,082	403,000	403,000	275,000	275,000	26,250		248,750		
51-Mosquito Abatement District	277,921	283,046	303,637	306,668	293,463	293,463	293,463	1,451	292,012			
54-Waterways/Vessel Fund	11,319	1,520	11,000	11,000	11,000	11,000	11,000	5,000		6,000		
61-FEMA Teton Creek Restoration	946,595	29,490	0	0	0	0	0					
62-Sheriff's Grants	0	3,995	17,000	102,338	102,338	102,338	102,338	102,338				
84-Teton Valley Arena	110,367	118,765	0	0	0	0	0					
86-Grants Fund	322,810	149,491	30,000	1,292,000	1,299,500	1,357,700	1,455,135	1,273,700	(includes 100% of FY17 PILT)	181,435		
90-93 Impact Fees	34,564	230,000	29,000	30,000	35,000	41,800	41,800			41,800		
	\$4,943,499	\$5,166,711	\$3,710,319	\$4,552,991	\$4,559,794	\$4,497,994	\$4,609,456	\$2,424,459	\$1,672,012	\$512,985		
TOTALS for Funds with restricted revenue												
<i>These funds use restricted revenues and must be balanced individually.</i>												
GRAND TOTAL for all Funds												
	\$12,167,078	\$11,790,824	\$11,226,964	\$12,869,509	\$12,657,633	\$12,463,752		\$5,514,582				

Budget Balancing Possibilities & Other Items to Consider

The third draft budget shows a \$216,000 shortfall. The deficit could be eliminated by modifying requested expenses and/or re-allocating and re-calculating anticipated revenue. Budget balancing possibilities and other items for further consideration are listed below.

New Employee Requests. EODH budgets included requests for the following new employees:

Sheriff's Administrative Specialist	Approved (cost offset by eliminating one patrol deputy position)
IT/Emerg Mgt/MAD Assistant	Approved 24-hour/week Emergency Management Assistant
Building Inspector	Not approved/not needed
Compliance Officer	Pending (estimated cost w/benefits = \$48,000)
Recreation Coordinator	Pending (Rec Dept budget=\$56,528; includes \$42,000 for 30-hour position)
Part Time Deputy Assessor	Pending (total cost of year-round, 24 hour/week position=\$21,000)
Deputy Clerks/Court Clerks	Approved more hours for current employees
Solid Waste Laborer	Approved seasonal position becoming year-round

Animal Control. \$35,000 has been budgeted for animal control in budget account 01-18-533.

New Vehicles. Two new vehicles for Sheriff @\$39,000 each; new fleet pickup for Road & Bridge @\$30,000.

Minor Revisions to Multiple Departments. Budget requests are provided seven months into the fiscal year. We are now nine months into the year which means everyone has a more accurate idea of their actual expenses this year. They might also be willing to rescind some of their requests in order to help balance the budget. If desired, Clerk could meet with individual EODH to identify additional savings, which might total \$20,000-\$40,000.

IT Budget. Greg is still reviewing the budget for possible savings and priorities.

Salary Placeholder Savings. If the entire 4% placeholder amount might not be spent.

Building Permit Revenue. We've collected \$134K in permit fees YTD, but have predicted just \$140K next year.

Sales Tax Revenue Sharing. Might be safe to increase projection by \$5,000-10,000.

Housing Authority. Nothing has been budgeted. Is this an oversight?

Costs for Murder Case. A \$15,000 budget account has been added to the Court budget; actual expenses could be much higher. Should the Court contingency also be increased?

Tri-County Probation, Drug Court & 5C Detention. Amount needed for Tri-County and Drug Court is not finalized yet, but an allowance is included. The amount needed for 5C Detention is 20% higher than the previous few years.

Salary Survey. The need for one has become apparent and would probably cost about \$10,000.

Building Department. I need guidance in order to budget the salaries for this department.

PERSI Increases will not take effect until January 2018 at the earliest, so are not an issue for this budget cycle.

PILT Funds from Previous Years. FY 14 and 15 PILT funds totaling \$311,078 will be transferred out of the Solid Waste fund before the end of this fiscal year. Please discuss your plans for this money so the budget can be adjusted accordingly. (i.e. Should the R&B budget be increased by that amount? or a different budget? or save for future?)

PILT Funds for FY 2017. Current predictions are that we will receive about \$180,000 in PILT funds next year. That entire amount is included as revenue for Grant Fund 86 to serve as local match for the Bates bridge river property. However, since the FY 2016 PILT payment was deposited into Fund 86 for the same purpose, only \$20,000 is needed to meet the anticipated \$200,000 County share. Should the remainder be budgeted for improvements to the newly acquired property or for another purpose? (PILT funds require Congressional action so are not guaranteed.)

Circulation Impact Fees. There is currently about \$150,000 in this fund. Should this money be budgeted to help pay for the W6000S reconstruction project? (I believe it would qualify since the road is being widened.)

Board of Teton County Commissioners

MINUTES: July 11, 2016

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

8:30 AMBULANCE SERVICE DISTRICT MEETING

CALL TO ORDER

1. Approve Available Minutes
2. ASD Transition Plan
3. Fire-ASD Agreement
4. Management Action Plan Update

9:00 BOARD OF COUNTY COMMISSIONERS' MEETING CALL TO ORDER, Amendments to Agenda

TETON VALLEY HEALTH CARE – Wes White

1. Quarterly Lease Report

9:15 BUREAU of LAND MANAGEMENT RIGHT-OF-WAY ON NORTH LEIGH CREEK ROAD – Lynn Moses

PUBLIC WORKS – Darryl Johnson

1. Solid Waste
 - a. Weigh Master & Equipment Operator Positions
 - b. Recycling: Pacific Recycling
 - c. RAD Waste Collection Quarterly Meeting
2. Road & Bridge
 - a. Chip Seal Schedule
 - b. Additional Work for City of Driggs
 - c. Reconstruction on N6000W
 - d. Watering Roads
 - e. Tin Cup Challenge
3. Engineering
 - a. Packsaddle Road Vacation Application
 - b. Cedron Road Widening Request for Information
 - c. Cache Bridge Repair Request for Information
 - d. W6000S Wetland Mitigation

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

PLANNING – Kristin Rader

1. City of Victor – Survey Review Agreement
2. Code Enforcement Update
3. Land Use Development Code Update
4. Source Water Protection Plan

10:00 PUBLIC HEARING – Amendment to Title 9: Teton County Subdivision Ordinance

BUILDING – Wendy Danielson

1. Building Administrator and Building Official Job Descriptions
 - a. Department Reorganization
2. Building Permit Status
3. Aspen Point Townhomes Update

10:45 GIS – Rob Marin

1. Reallocation of Training Funds; GIS Backup Training

11:00 INFORMATION TECHNOLOGY

1. Department Restructuring
2. Monthly Report – Greg Adams

11:45 TETON VALLEY BUSINESS DEVELOPMENT CENTER – Brian McDermott

1. Quarterly Report

12:00 ELECTED OFFICIALS AND DEPARTMENT HEAD MEETING

TREASURER

1. Quarterly Report

1:00 CLERK – Mary Lou Hansen

1. Solid Waste Fee
2. Quarterly Financial Reports
3. Resolution 2016-0711B Budget Adjustments for Q3 FY 2016
4. Engagement Letter for FY 2016 Audit
5. FY 2017 Budget

4:00 PUBLIC DEFENSE COMMISSION – Kimberly J. Simmons

ADMINISTRATIVE BUSINESS

1. Approve Available Minutes
2. Other Business
 - a. Communication Update
 - b. Beer & Wine licenses, if any
 - c. Fair Board Grant Proposal
 - d. Planning Administrator Position
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)(a) Personnel, (d) Indigent Matters, & (f) Legal Counsel

ADJOURNMENT

COMMISSIONERS PRESENT: Bill Leake, Kelly Park, Cindy Riegel

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

Chairman Leake called the meeting to order at 9:14 am and led the Pledge of Allegiance.

TETON VALLEY HEALTH CARE

CFO Wesley White reviewed the hospital's quarterly report for January 1-March 31, 2016 showing an operating loss of \$164,502, which was \$33,176 less than the operating loss for the first quarter of FY 2015 (Attachment #1). He said TVHC has over 120 days cash on hand and is in good financial condition.

BLM RIGHT-OF-WAY ON NORTH LEIGH CREEK ROAD

Lynn Moses reviewed his June 14 memo providing a brief history of the County's BLM right-of-way off North Leigh Creek Road acquired in 1995 to provide access to a subdivision (Attachment #2). The property owner subsequently paid for construction of a bridge and private road. The current 30-year easement will expire in 2025. Mr. Moses asked the Board to initiate the process to convert the "renewable" easement to a "perpetual" easement in order to protect the property owners. He said the owners are unable to obtain an easement because the maximum width of a BLM private easement is 20', which is too narrow for the necessary improvements. Mr. Moses is willing to assist the County with the application process. Commissioner Riegel wants to be sure the County has no responsibility for the long-term maintenance of the bridge or road.

● **MOTION.** Commissioner Riegel made a motion that the Public Works Director investigate the process for completing a BLM Application for Transportation and Utility Systems and Facilities on Federal Land (Form SF-299) as requested by Mr. Moses.

OPEN MIC

No one present wished to speak.

10:05 am **PUBLIC HEARING: Amendment to Title 9, Teton County Subdivision Ordinance**

Chairman Leake described the public hearing process and asked Interim Planning Administrator Kristin Owen to present the application.

Ms. Owen reviewed the Planning Department's proposal to add a chapter to Title 9 to clarify a process to: (1) better define what parcels qualify for building rights; (2) determine the building right eligibility of a parcel; and (3) provide an action for recourse for a property owner who unknowingly purchases a parcel without building rights. She said the Planning & Zoning Commission held a public hearing and made several changes to the draft ordinance before recommending approval.

Ms. Owen said Planning Department staff have researched the history of about 400 parcels and found 35 without building rights due to problems with the legal process by which they were created. Most of the 35 lots with problems were created by one of the following methods: (1) property owner followed the County's required process and received administrative approval even though the newly created lot(s) did not actually meet County standards; or (2) property owner simply split their lot without following any County process. The new ordinance will clarify that owners of lots created by following a County process would have building rights, even if the lot should not have been approved because it did not comply with existing standards.

Prosecutor Spitzer said lots created through the County Planning and Zoning office, as evidenced by the signature of a County planning staff member, would have building rights. The proposed ordinance would not solve buildability problems for parcels created outside of a County process. However, she added, a new ordinance might not be necessary because the same result could be achieved by the Board through clarification of County policy.

10:23 am **PUBLIC COMMENT.** The following persons spoke in favor of the proposed ordinance: Blair Perry, Billie Siddoway, Erica Tremblay. No one present wished to express a neutral or opposed opinion.

APPLICANT REBUTTAL. Ms. Owen said the County would violate State and County code if a decision were made to validate every lot created, as suggested by Ms. Siddoway. She is unaware of any circumstances wherein County minutes reflect approval of a new lot, although no survey or plat was recorded, which was another circumstance mentioned by Ms. Siddoway.

10:42 am Chairman Leake closed the public comment period and asked the Board to deliberate. Commissioner Park favors the new ordinance. Commissioner Riegel believes the proposed ordinance is convoluted and favors adopting a policy clarifying that lots created through a County process be considered buildable. Prosecutor Spitzer said a new policy or ordinance could not resolve the problems for lots created without County involvement.

10:53 am ● **MOTION.** Chairman Leake made a motion to recess the public hearing until 3 pm in the afternoon. Motion seconded by Commissioner Park and carried unanimously.

3:10 pm Chairman Leake re-opened the public hearing.

Ms. Owen suggested that the Board move forward by denying the new ordinance and adopting a policy clarifying that parcels created with County approval be considered buildable.

● **MOTION.** Chairman Leake made the following motion: Having found that the proposed amendment to Title 9 is not in compliance with state statute and does not support the Comprehensive Plan and other Teton County ordinances, I move to deny the amendment as presented in the attachment entitled “Chapter 11, Building Permit Eligibility of Previously Created Parcels.” (Attachment #4) The motion was seconded by Commissioner Park and carried unanimously.

3:17 pm Chairman Leake closed the public hearing.

The Board asked Ms. Owen to prepare a policy regarding how to handle lot split issues for discussion July 25.

PUBLIC WORKS

Director Darryl Johnson reviewed his bi-monthly update (Attachment #5). The Board discussed the impacts of the tight labor and housing market and what steps might be taken to help recruit a new Weighmaster and Solid Waste Equipment Operators. Executive Assistant Holly Wolgamott will seek recommendations from the County’s HR consultants.

PLANNING

Ms. Owen reviewed her bi-monthly update (Attachment #6). She said the need for a Source Water Protection Plan was identified in the Comprehensive Plan. One has been prepared by Friends of the Teton River and approved by the State of Idaho. It is a non-regulatory document. The Board decided to review the Plan during an August 16 work session with Friends of the Teton River and the Planning & Zoning Commission. The document will be available for review prior to that meeting.

● **MOTION.** Commissioner Riegel made a motion to approve the City of Victor Survey Review Agreement. Motion seconded by Commissioner Park and carried unanimously. (Attachment #7)

BUILDING

Interim Building Administrator Wendy Danielson reviewed the quarterly building permit statistics (Attachment #8). Sixty-one permits were issued for new single family homes during the first three quarters of FY 2016. This compares to 57 new home permits during all of FY 2015. Ms. Danielson reported that two of the unfinished townhomes in Aspen Point subdivision have been purchased. These home were previously in the floodplain and not eligible for Certificates of Occupancy. The floodplain issues have been resolved and the Army Corps has issued a Conditional Letter of Map Revision, making the homes eligible for a Certificate of Occupancy when complete.

GIS

Coordinator Rob Marin reviewed his memo requesting re-allocation of budget amounts in order to purchase a GPS unit for the irrigation mapping project and also describing GIS back-up needs (Attachment #9). The Board asked Mr. Marin to prepare a letter concerning his back-up task needs which will be signed by the Board and forwarded to the Assessor and IT Administrator.

● **MOTION.** Commissioner Park made a motion to move \$800 out of the GIS travel budget and into the GIS miscellaneous budget in order to purchase a GPS unit. Motion seconded by Commissioner Riegel and carried unanimously.

MAD, INFORMATION TECHNOLOGY, EMERGENCY MANAGEMENT

Director Greg Adams reviewed his monthly report, which included a list of items purchased with emergency management grants and owned by the Ambulance Service District, but currently located at the hospital (Attachment #10). Transition of ambulance services will require re-assignment of some of these items to the Fire District; the decontamination unit should remain at the hospital. Mr. Adams said the Fire District would like to receive all of the hand-held radios, but thinks it might be helpful to make some radios available for Search and Rescue and TVHC.

INFORMATION TECHNOLOGY CONSOLIDATION. IT services and employees are currently paid out of two budgets: a County-wide IT budget (01-14) and the Sheriff's budget (01-04). Mr. Adams' budget request included a new FTE to assist with IT and Emergency Management duties. Chairman Leake asked Mr. Adams and IT Services Coordinator John Leidorf for their thoughts regarding efficiencies that might be achieved by consolidating the two budgets and staffing.

Mr. Leidorf said he and Mr. Adams already work closely on many issues and always prioritize maintenance of the County networks. He has worked in both consolidated and specialized IT departments and has no preference. He currently works 32 hours per week and is not interested in working more hours. He said maintaining the Sheriff's video systems and data is the most time-consuming, Sheriff-specific aspect of his job.

Chairman Leake said he would like to try departmental consolidation for one year. This would provide a total of 52 hours per week for IT duties (32 from Mr. Leidorf and 20 from Mr. Adams) in addition to the hours contracted from J Corp. Chairman Leake believes this approach would give Mr. Adams time to develop a long-term IT plan that could be implemented beginning with the FY 2018 budget. Mr. Adams is unsure whether he would prefer to concentrate his efforts with IT matters, or with Emergency Management matters. He needs more training to become fully competent with IT issues.

Chairman Leake will invite Sheriff Liford to a future meeting to discuss IT consolidation.

TETON VALLEY BUSINESS DEVELOPMENT CENTER

Director Brian McDermott said the recently-approved \$27,500 Department of Commerce grant, plus cost savings from the merger of three entities into one, have created a financially-solid organization. The County's MOU with TVBDC will need revision to reflect the organization's new name, Teton Regional Economic Coalition.

ELECTED OFFICIAL & DEPARTMENT HEAD MEETING

Five elected officials (Commissioners Leake, Park and Riegel, Treasurer Beverly Palm, Assessor Bonnie Beard) and seven department heads (Jenifer Van Meeteren-Shaum, Kristin Owen, Rob Marin, Holly Wolgamott, Darryl Johnson, Wendy Danielson, Greg Adams) discussed issues of mutual concern.

TREASURER

Treasurer Beverly Palm reviewed her quarterly report (Attachment #11). Two late fees totaling \$24.26 were cancelled during the previous three months. The 2015 tax collection has gone well; 94.65% of taxes due were collected by the June 20 deadline. She said all 2012 taxes have been paid, which means there will be no tax deeds this year.

SOLID WASTE FEE

Chairman Leake reviewed the options under consideration for FY 2017 (Attachment #12). Commissioner Park prefers option #3, which would eliminate tipping fees for residential waste. Commissioner Riegel prefers the graduated fee options. Chairman Leake also favors a graduated fee options. He thinks higher tipping fees will cause folks to find illegal ways to dispose of their trash. He thinks option #1 is not best because the entire purpose of the state fee statute is to protect the public health and natural environment and this protection benefits everyone, not just home and commercial building owners. He is concerned that option #3 would result in out-of-town property owners bringing their trash to the local transfer station and doesn't think it would be fair to eliminate tipping fees otherwise paid by tenants.

Chairman Leake allowed members of the public to provide comments and the following persons spoke: Roy Moulton, Mark Ricks, Bruce Ricks and Brent Robson.

Commissioner Riegel feels strongly that providing the transfer station facility and maintaining the closed landfill and water quality monitoring was an expense that should be shared by every property owner. She said the Board would discuss the lawsuit ramifications with the Prosecutor during Executive Session later in the day.

CLERK

Clerk Hansen reviewed the third quarter financial reports, showing all budgets in good shape (Attachment #13).

- **MOTION.** Commissioner Park made a motion to approve Resolution 2016-0711B making budget adjustments for Q3 of FY 2016. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #14)
- **MOTION.** Commissioner Riegel made a motion to approve the FY 2016 audit engagement letter with Rudd & Company. Motion seconded by Commissioner Park and carried unanimously.

EXECUTIVE SESSION

- **MOTION.** At 2:40 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 3:10 pm. The Title 9 Public Hearing was re-opened and completed as reported above, ending at 3:17 pm.

- **MOTION.** Chairman Leake made a motion to hire Kristin Owen as Planning Administrator at 88% of pay grade 11, effective July 16, and to pay out her previously accumulated Comp Time hours at her pre-Planning Administrator salary. Motion seconded by Commissioner Riegel and carried unanimously.

EXECUTIVE SESSION

- **MOTION.** At 3:21 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 4:08 pm.

- **MOTION.** Commissioner Park made a motion to deny Indigent Case #1T-2016-100008 and #1T-2016-100010 due to a lack of cooperation. Motion seconded by Commissioner Riegel and carried unanimously.

PUBLIC DEFENSE COMMISSION

Director Kimberly Simmons introduced herself and described the efforts of the Commission, which was created by the Idaho Legislature in 2014. They are currently working to develop case load standards in response to a lawsuit by the ACLU. Ms. Simmons discussed the challenge of providing sufficient funding for public defense and said the County is eligible for a \$25,000 state grant for FY 2017.

ADMINISTRATIVE

● **MOTION.** Commissioner Park made a motion to approve the minutes of June 22, 27 and July 6 as written. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION.** Commissioner Riegel made a motion to approve the Fair Board’s proposal to seek a \$58,200 grant from the CHC Foundation to remodel and upgrade facilities at the fairgrounds. Motion seconded by Commissioner Park and carried unanimously. (Attachment #15)

EXECUTIVE SESSION

● **MOTION.** At 5:50 pm Chairman Leake made a motion for Executive Session to discuss legal matters pursuant to IC 74-206(1)(f). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 6:29 pm.

CLAIMS

● **MOTION.** Chairman Leake made a motion to approve the claims as presented, except for two claims from the extension office, one for \$6.33 and the other for \$239.99. Motion seconded by Commissioner Park and carried unanimously.

General	\$51,062.04
Road & Bridge	5,773.26
Court & Probation	35,331.77
Court-Restitution.....	3,348.50
Elections	298.05
Solid Waste	29,199.14
Weeds	2,320.81
Road Levy	212,512.38
E911	3,785.50
Ambulance.....	39,403.69
Mosquito	21,288.33
Waterways/Vessel	426.38
Fairgrounds & Fair	2,029.87
TOTAL.....	\$406,779.72

● **MOTION.** At 7:00 pm Commissioner Park made a motion to adjourn. Motion seconded by Commissioner Riegel and carried.

Bill Leake, Commissioner

ATTEST _____
Mary Lou Hansen, Clerk

- Attachments:
- #1 Quarterly Report from Teton Valley Health Care
 - #2 L. Moses request regarding BLM right-of-way on North Leigh Creek Road
 - #3 Staff report regarding Amendment to Title 9
 - #4 Chapter 11, Building Permit Eligibility of Previously Created Parcels
 - #5 Public Works update
 - #6 Planning Department update
 - #7 City of Victor Survey Review Agreement
 - #8 Building Permit report
 - #9 GIS memo
 - #10 Emergency Management, IT & MAD monthly report
 - #11 Treasurer’s quarterly report
 - #12 Solid Waste Fee Options for FY 2017
 - #13 Quarterly Financial Report
 - #14 Resolution 2016-0711B budget adjustments for Q3 FY 2016
 - #15 Fair Board’s proposal for CHC grant

Board of Teton County Commissioners

MINUTES: July 18, 2016

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

9:00 **CALL TO ORDER** – Bill Leake, Chair

Capital Defense Counsel, Judge Jason Walker

FY 2017 Budget Discussion

Executive Session as needed per IC74-206(1)(b)

ADJOURNMENT

COMMISSIONERS PRESENT: Bill Leake, Kelly Park, Cindy Riegel

OTHER ELECTED OFFICIALS PRESENT: Prosecutor Kathy Spitzer, Clerk Mary Lou Hansen, Magistrate Judge Jason Walker, Sheriff Tony Liford

Chairman Leake called the meeting to order at 12:00 noon.

● **MOTION.** Commissioner Riegel made a motion to add an Executive Session for legal counsel to the agenda. Motion seconded by Commissioner Park and carried.

CAPITAL DEFENSE COUNSEL

Judge Walker explained that state law required the appointment of two death penalty certified public defenders for murder cases where the death penalty is a possibility, which is the situation with the current Ohlson murder case. There are only two such public defenders in the area and one is employed by Bonneville County. Judge Walker has consulted with Bonneville County Commissioner Roger Christensen. He is amenable to the possibility that their employee be appointed as PD for the Ohlson case provided that Teton reimburse Bonneville for all of the public defender's salary, travel and related expenses. Chairman Leake will discuss the possibility further with Commissioner Christensen.

EXECUTIVE SESSION

● **MOTION.** At 12:15 pm Chairman Leake made a motion for Executive Session to discuss legal matters pursuant to IC 74-206(1)(f). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 12:28 pm.

FY 2017 BUDGET

The Board received Clerk Hansen's Budget Memo #6 prior to the meeting (Attachment #1), showing the FY 2017 budget to have a \$354,187 shortfall.

CONSOLIDATION OF IT BUDGETS. Chairman Leake asked Sheriff Liford for his thoughts concerning the proposed consolidation of the IT expenses and employees, which are currently split between the Sheriff's budget and the county-wide IT budget. The Board expects the consolidation to reduce costs and provide better oversight and long-term planning. Sheriff Liford expressed support of the consolidation effort provided that John Leidorf remained at the Law Enforcement Center and available for the Sheriff's needs. Later in the meeting, when discussing the funding requested for body cameras, the Board asked Mr. Leidorf to provide a copy of the Sheriff's policy manual before purchasing more cameras.

SHERIFF BUDGETS. Sheriff Liford agreed with the Board’s suggestion that the FY 2017 budget include funding for 6 patrol deputies rather than 7. This change will offset the cost of the new administrative assistant requested for that office. (Last year, the Sheriff requested one new patrol deputy and a new administrative assistant, but prioritized the new deputy position. However, a shortage of qualified applicants has made it impossible to fill the new deputy position, and the Sheriff currently has only 4 patrol deputies.)

IT BUDGET. After consulting with IT Administrator/Emergency Management Coordinator Greg Adams, the Board decided that his efforts should be focused on IT issues. Therefore, his salary will be split 10% Mosquito Abatement Director, 10% Emergency Management and 80% IT. Although Mr. Adams’ request for a full-time deputy was denied, the Board agreed to create a new part-time position to assist him with emergency management duties.

NON-PROFIT REQUESTS. The Board decided to provide funding to: American Legion, \$7,263; City of Driggs Fireworks, \$5,000; Community Resource Center of Teton Valley, \$5,000; Family Safety Network, \$5,000; Seniors West of the Tetons, \$6,000; TRPTA, \$5,000, plus \$1,000 for local Board member mileage; TVBDC, \$35,000; Teton Valley Community Animal Shelter, \$10,000; Teton Valley Community Recycling, \$10,000; Teton Valley Food Pantry, \$6,500; Teton Valley Foundation, Snowfest, \$3,000; and Teton Valley Mental Health Coalition, \$5,000.

NEW POSITIONS. The Board agreed that a “workload survey” should be developed in the future in order to help determine when/if new positions are needed. Executive Assistant Holly Wolgamott will discuss the idea with the County’s HR consultants. She will also ask the Assessor to provide more information about the need for a new 24-hour per week position in her office and the Recreation Coordinator to provide a detailed report on his activities and plans at the next meeting.

HOSPITAL LATA PAYMENT. The Board decided it would be appropriate to budget \$35,000 of the revenue from the hospital’s Liquid Asset Transfer Agreement payment to help offset the County’s \$73,000 payment to Eastern Idaho Public Health. The remainder of the LATA payment will be placed in the County’s Hospital Operation fund for future possible hospital needs.

SALARIES & MERIT RAISES. The Board reviewed comparative salary information from the cities of Driggs and Victor and from the Idaho Association of Counties (Attachment #2). They decided to postpone adoption of some of the recent pay grade changes recommended by the County’s human resource consultant until after a future in-depth review. No raises were approved for elected officials.

EXECUTIVE SESSION

● **MOTION.** At 3:44 pm Commissioner Riegel made a motion for Executive Session 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 4:55 pm.

● **MOTION.** At 5:00 pm Commissioner Riegel made a motion to adjourn. Motion seconded by Commissioner Park and carried.

Bill Leake, Commissioner

ATTEST _____
Mary Lou Hansen, Clerk

Attachments: #1 Clerk’s Budget Memo #6
#2 Comparative salary information

Board of Teton County Commissioners
MINUTES: July 18, 2016 Work Session

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

COMMISSIONERS PRESENT: Bill Leake, Kelly Park, Cindy Riegel

OTHER ELECTED OFFICIALS PRESENT: City Council Member Tim Wells, Mayor Hyrum Johnson, City Council Member Jay Mazalewski, Mayor Jeff Potter, and Mayor Gloria Hoopes

Christin Walker from Navigate LLC called the meeting to order at 5:35 pm.

The BoCC recently hired Navigate, LLC to help address workforce housing issues in Teton County. The Board of County Commissioners and elected officials from all three cities met to create a list of possible goals and objectives for a housing program. The results of the project will be presented to the Board of County Commissioners in late August.

The meeting adjourned at 8:35 pm.

Bill Leake, Commissioner

ATTEST _____
Mary Lou Hansen, Clerk



FROM: Board of County Commissioners
TO: Assessor, IT Manager
RE: **GIS Cross-training**
DATE: July 11, 2016

Because our GIS Department consists of a single employee, we feel some staff cross-training for fundamental GIS tasks should be undertaken. Spreading knowledge of GIS functions will avoid the compromise of basic county GIS services when the GIS Coordinator is out-of-office due to vacation, illness or other unforeseen reasons.

The GIS Coordinator shall train staff selected by the Assessor to properly assign new addresses, edit the County GIS address database, resolve address problems and answer address-related public inquiries. Said staff should also be able to properly interpret Title 13, the County Address Ordinance, so that all address changes are performed in accordance with current County regulations.

The GIS Coordinator shall also provide multiple IT Department personnel with maintenance and troubleshooting training for GIS server management, web map services and critical GIS automation scripts, in order to minimize interruption of GIS services vital to County staff and the public.

Thank you,

Bill Leake, Chair Teton County Commissioners



FROM: County Executive Assistant, Holly Wolgamott
TO: Board of County Commissioners
RE: Executive Assistant Update
MEETING: July 11, 2016

1. E-news Bulletin

- a. The July e-news bulletin was sent out on July 12th to 106 subscribers and 69 employees. We are still finding that about 70% of subscribers from both groups are opening the publication. This month I am going to pay for advertising on Facebook to encourage more subscribers. Please feel free to send the sign up link to your contacts to solicit readers as well: <http://www.tetoncountyidaho.gov/enews.php>
- b. I will begin writing articles for the August newsletter this week. Suggested articles are:
 - Recycling Article with RAD
 - Building and Planning Departments Restructuring
 - Land Use Code
 - Public Hearing Process
 - Ambulance Service Transition
 - Sheriff's Article
 - Important Dates

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

2. Employee Committee

- a. Commissioner Riegel and I have agreed on tentative dates for our first meeting and are in the process of polling employees for their availability. We plan to have the kick off meeting sometime before August 12th. I will report back to the Board on the details of the first meeting on August 22nd.

3. BoCC Priorities

- a. I have updated the priorities list and have sent you the red-lined version. Please let me know if you have further edits and I will update the priorities page this week.

4. Town Hall Meeting August 8th

- a. I emailed you about the Town Hall Meeting scheduled for August 8th at 6:00 pm. In talking with Chairman Leake, we thought it might be a good idea to highlight several items on the BOCC priority list that have been receiving a lot of attention lately. Ideas for featured priorities:
 - i. Current Road Projects Completed and in Progress
 - ii. University of Idaho Extension Summer Update
 - iii. Pack Saddle Road Project Update
 - iv. Solid Waste Fee Plans for FY17
 - v. Current Status of Ambulance Services
- b. If we proceed with the Town Hall meeting, I will need to advertise in the paper next week and will need to get an ad to TVN by Friday July 29th. Please let me know how you would like me to proceed.

5. Tax Deed Property Auction Status

- a. After the close of the property auction, letters were sent to all parties in interest regarding excess funds. All parties had 60 days to formally request those funds. That deadline was July 9th and several requests were received. Prosecutor Spitzer is now working to prioritize those requests. This process should be complete prior to the next BOCC meeting. At that time, I will present recommended payments to qualified parties in interest to the Board for your approval.

6. ICRMP and Risk Management

- a. ICRMP Risk Management Discount Program is now available. Instead of waiting until the end of the year, I thought I would start this process earlier this year. I plan to send out program details for this year's requirements to all employees in September.
- b. I met with Randall Spencer on July 20th and received a great report on the County's history of claims since 2012. Currently, we only have 2 open claims, one of which should be settled within this week. Mr. Spencer indicated that for a county this size, we have very few claims and are doing a great job on prevention efforts.
- c. I will be meeting with Craig Chandler, our insurance agent, on Tuesday July 26th to review current County vehicles and facilities listed on our policy.

7. BDPA Status

- a. I was asked to take over BDPA responsibilities and have received feedback on various job evaluations and descriptions over the last few weeks. As you know, those results are still being reviewed. I also requested an estimate for a salary survey as discussed at your last meeting. I have yet to receive that estimate however I did review our administrative policy which indicates that we should be completing salary surveys every four years. We have not completed one since 2009. Therefore, I strongly recommend this be done as soon as possible.

Excerpt from the Salary Plan Administrative Guidelines:

PAY STRUCTURE REVISION

Salary ranges should be updated on a regular basis either annually or every other year to continue to reflect the County's market competitiveness.

The salary range updates are designed to relieve any upward pressure on range minimums, midpoints and maximums that may impede the County's ability to attract, motivate and retain its workforce. Updates to the salary structure are referred to as "Market Adjustments." Market Adjustments differ from the common Cost of Living Increases because they are not automatic increases for employees. The Market Adjustment will realign the salary pay ranges to competitive levels; employees will re-earn or gain their position in the updated range based on performance.

*The salary structure is dynamic; it needs to be revised at regular intervals based upon market conditions to maintain the County's market competitiveness. The goal is to keep the structure's market rates on track with market data. As such, it is important for the County to continue to monitor market rates to attract and retain qualified employees. **The County shall conduct a formal salary survey based upon the established benchmark positions and labor market employers at least every four years.** In the "off" years, it is advisable to contact market employers to obtain data on the market adjustments they will make to their salary schedules for an appropriate adjustment.*

Market adjustments will be applied to the salary schedule at least every two years.

The market adjustment will be built into a salary merit matrix (explained under "Merit Increases" below). The matrix is designed each year based on funding; it may provide for a market adjustment to the salary schedule and pay for performance increases to some employees.



FROM: County Executive Assistant, Holly Wolgamott
TO: Board of County Commissioners
RE: Appointment to Teton County Boards
MEETING: July 25, 2016

The following Teton County Boards have positions that have current vacancies or positions that will expire on 9/30/16. For the Planning and Zoning Commission, positions 8 and 9 were added for the code writing project in 2013. Does the Board wish to continue or discontinue those positions after the code is adopted this fall?

Planning and Zoning Commission

- a. Position 3 (3-year term)
- b. Position 4 (3-year term)
- c. Position 5 (3-year term)
- d. Position 8 (3-year term) New position added in 2013 for Code Writing Project
- e. Position 9 (3-year term) New position added in 2013 for Code Writing Project

Mosquito Abatement District

- a. Position 1 (4-year term)
- b. Position 2 (4-year term)

Impact Fee Advisory Committee

- a. Position 3 (2 years left of a 4-year term) **Currently vacant**
- b. Position 4 (2 years left of a 3-year term) **Currently vacant**
- c. Position 5 (2 years left of a 3-year term) **Currently vacant**
- d. Position 6 (4-year term) **Expires 9/30/16**
- e. Position 7 (4-year term) **Expires 9/30/16**

With the Board's approval I propose the following schedule for filling these positions:

- a. Advertise vacancies in TVN, on Facebook and on the County website from July 31st – August 15th with applications due on August 17th.
- b. Board review of applications and appointments at the regular BOCC meeting on August 22nd.
- c. If there isn't enough interest, re-advertise positions during August 21st – September 4th with applications due on September 7th.
- d. Board review of applications and appointments at regular BOCC meeting on September 12th.