

Board of Teton County Commissioners

MINUTES: August 24, 2015

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

9:00 AM Meeting Called to Order - Bill Leake, Chair (*Amendments to Agenda*)
INTERIM WEED SUPERVISOR REPORT - Mike Brown
EXECUTIVE SESSION per IC 74-206(1)(a) Personnel

9:30 AM **Open Mic** (*proceed to next agenda items if no speakers*)

DEPARTMENT BUSINESS

PLANNING & BUILDING - Jason Boal, Planning Administrator
Insignificant Plat Amendment- Fox Creek Village
Land Use Code Discussion
Recreational Coordinator Discussion
Scheduled Public Hearing- Parcels De-Annexed by
Victor Zoning Designation (September 14th, 2015 @ 9:00)

CITY OF DRIGGS (will be dealt with as time permits)

Public Pathway Easement

10:30 AM REPAIRS AT FAIR GROUNDS - Tom Davis

ADMINISTRATIVE BUSINESS (will be dealt with as time permits)

1. Approve available minutes
2. Other Business
 - a. Board Appointments: Fair, IFAC, MAD, PZC
 - b. Resolution 2015-0810c Records Destruction, Treasurer
 - c. Certificates of Residency
 - d. Beer & Wine license-Friends of the Teton River event
3. Committee Reports
4. Priorities Check-up
5. Claims

11:00 AM AMBULANCE SERVICE DISTRICT - Robert Veilluex
1. FY 2016 ASD Budget Hearing -Resolution 2015-0810A
2. Quarterly Report
3. Quality Performance Measures

QUARTERLY HOSPITAL FINANCIAL REPORTS

LUNCH At Senior Center - "Meet the Board"

1:00 PM FY 2016 County Budget Hearing

1:10 PM FY 2016 Mosquito Abatement District Budget Hearing
Resolution 2015-0824B adopting budgets for FY 2016

ADJOURN

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel, Kelly Park

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

Chairman Leake called the meeting to order at 9:03 am and led the Pledge of Allegiance.

● **MOTION.** Chairman Leake made a motion to amend the agenda to include a landfill cap update, saying the item was not previously included on the agenda because the Public Works Director was going to be out of town for the meeting. Motion seconded by Commissioner Park and carried unanimously.

WEED REPORT

Interim Weed Supervisor Mike Brown and weed spray contractor Owen Moulton were present. Mr. Brown said he mailed 192 certified enforcement letters this year. He heard back from 94 recipients notifying him that they would have their property sprayed while another 48 sprayed without letting him know. Enforcement spraying took place on 35 properties while the remaining properties were not treated. In addition, another 92 properties were mapped with musk thistle but did not receive enforcement letters. Mr. Brown doesn't track the number of acres involved in enforcement activities.

Mr. Brown also mapped all musk thistle, spotted knapweed and leafy spurge using the county GIS mapping system. He said this year's musk thistle problem was severe due to three different seed sprouting periods, beginning with the wet conditions during May 2014, then August 2014 and June 2015. He worked on specific weed problems at MD Nursery, Huntsman Springs and Robinson Ranch. Leafy spurge is a significant problem at the Robinson Ranch, which has a new owner, and the county typically sponsors a spray day there.

Regarding road spraying, Mr. Moulton tries to spray all the way to the fenceline along county roads. In contrast, the highway department only sprays 6-8' out from the pavement of state highways. Therefore, Mr. Moulton tries to spray the remaining highway right-of-way to eliminate the weed eyesore. Mr. Brown said weeds are controlled quite well on county-owned properties and rights-of-way.

FOLLOW-UP ACTIONS NEEDED. Since Mr. Brown is returning to his classroom instruction duties this week, he identified several items still needing attention: (1) Send letters to the 92 properties mapped with musk thistle; (2) Send bills to properties receiving enforcement spraying; (3) Close out the budget; and (4) Send weed letters next spring.

BETTER COMMUNICATION NEEDED. Mr. Brown said most of the problems he encountered this summer related to poor communication. He would like to have a way to communicate with landowners before sending certified enforcement letters. He would also like to communicate better with the various spraying contractors, including Mr. Moulton, in order to know what property owners they work with regularly. He said the complaint process needs to be improved and that the county and cities need to communicate better, especially regarding the spraying of city-owned properties and roadsides.

OTHER PROBLEMS. Mr. Brown said his biggest problem is the multitude of absentee landowners and their failure to understand that weed control is an annual task, not a one-time effort. He suggested the county develop a procedure for Mr. Owen to use when he must perform enforcement control on properties. He also believes the current mapping system could be improved so that he doesn't have to re-map the same areas every year. A significant problem is being caused by the failure of Mr. Harshburger to control weeds on the properties he has contracted to produce an agricultural crop. Mr. Brown doesn't think a full-time weed superintendent is needed, but believes consistency is very important.

OPEN MIC

Marian Ruzicka said the county should budget for an animal control officer.

Marlene Robson discussed the weed problems in Felt and asked about changes to the county's solid waste collection contract and annual user fees.

Shawn Hill of VARD said a full time weed supervisor/natural resource person was needed, discussed the code writing process and said the significant/insignificant plat amendment process needs clarification.

LANDFILL CAP

Public Works Director Darryl Johnson said more landfill cap material has been required than was originally anticipated. In order to prevent delays and obtain enough suitable material from approved sources, Mr. Johnson has asked Zollinger Construction to continue mining at the Felt pit and DePatco Construction to use different methods to obtain acceptable material from the existing cap. This will result in future change orders from these two contractors that will increase the combined total of their contracts by about \$158,000 (Attachment #1). However, the new total will not exceed the grand total amount budgeted for the landfill cap project.

● **MOTION** Chairman Leake made a motion authorizing the Public Works Director to continue work on the landfill cap, provided it doesn't come within \$20,000 of the total amount budgeted. Motion seconded by Commissioner Park and carried unanimously.

PATHWAY EASEMENT

Driggs Development Director Doug Self asked the Board to approve a pathway easement across the Armory property on the north end of Driggs in order to allow construction of the pathway connection later this year. The National Guard has already approved the easement across the property. The City has also obtained an easement from the Price family, which owns the property north of the Armory. Mr. Self said all pathways in the city are non-motorized but there would be no problem if the county wanted to install a new driveway across the path at some point in the future.

● **MOTION** Commissioner Riegel made a motion to approve the Permanent Non-Motorized Public Pathway Easement adjacent to the Armory Building in Driggs. Motion seconded by Commissioner Park and carried unanimously. (Attachment #2)

PLANNING & BUILDING

FOX CREEK VILLAGE. Planning Administrator Jason Boal said Robert Kincaid of Fox Creek Village PUD is seeking an Insignificant Plat Amendment, which requires no public hearing, to clarify the status of the side yard setbacks (Attachment #3). The setbacks are 30' but the applicant believes they were intended to have been reduced to 15' in 1999 when the Board adopted Resolution 133869 reducing the side yard setbacks in the developer's adjacent Fox Creek Country Club Estates development.

Commissioners Riegel and Leake said it would be important to learn what the property owners within the subdivision thought about this proposal since they may have purchased their lots with the expectation of 30' setbacks. Property owners would have an opportunity to comment if the Significant Plat Amendment process were followed. Commissioner Park said he had visited the site and would like to support the staff recommendation for approval. Mr. Boal said there is ambiguity in the ordinance and there certainly is an argument for following the Significant Plat Amendment process. However, this would require another 3-4 months and two public hearings. Prosecutor Spitzer said she believed that all current owners must agree to any plat amendment, but would need to do more research to be certain and reducing setbacks usually require a variance. Mr. Kincaid said the development includes 25 lots. He still owns 15 of the lots, homes have been built on 7 of the lots (6 with 15' side yard setbacks) and an eighth home is currently under construction, with 30' side yard setbacks.

● **MOTION** Chairman Leake made a motion to table the request for an Insignificant Plat Amendment for Robert Kincaid's Fox Creek Village PUD. Motion seconded by Commissioner Park and carried unanimously.

Later in the meeting, Prosecutor Spitzer informed the Board that under his CCRs, Mr. Kincaid has the right to amend the plat so the other lot owners do not have to sign off on a new plat. But, she reiterated that a modification of setbacks require a variance. It was difficult for Chairman Leake to understand how this was an "insignificant" amendment as there would be a significant impact to the neighbors.

● **MOTION** Chairman Leake made a motion to deny the insignificant plat amendment for Fox Creek Village PUD, based on #3 under Criteria for Approval 9-7-1 (B-3a), as the proposed change does substantially have an impact on the residents of the subdivision as well as surrounding residents. Motion seconded by Commissioner Riegel and carried unanimously.

LAND USE CODE. Mr. Boal provided two documents for the Board's review: a timeline of the Land Use code Revision Process from 11/12/2013 to present, along with a listing of all documents created as part of the process (Attachment #4). The Board said these documents were very helpful.

Mr. Boal asked for further direction about the desired revision process. He has a good understanding of what the Planning & Zoning Commission desires, but is not clear about the Board's expectations. He asked the Board to answer four specific questions:

- (1) How and when would the Board like to be involved in the review?
- (2) What should the public outreach accomplish, in the Board's opinion?
- (3) What does the Board need to see or hear from staff and the public in order to support the Code?
- (4) How will the Board judge the end product?

Chairman Leake noted that the process was originally outlined almost 2 years ago and should have been finished by now. However, much has transpired since then and the Code Studio process took longer than anticipated. He noted that delivery of the model code this spring was the real starting point in the revision process. He said the county needs a new plan and timeline to get from the Comp Plan through the model code to new county ordinances. However, he said the Comp Plan is vague in certain areas and believes the lack of clarity must be resolved. He would prefer to see an entire draft plan before providing any comments. Chairman Leake said the PZC should be engaging people early in the revision process but said the Board must also be heavily involved since they will be the ones deciding whether to adopt the new code.

Commissioner Riegel said the Board should become involved after there is a complete draft ready for review. Mr. Boal said a complete draft is currently available. However, staff plans to make several more revisions and then submit the draft to the PZC for review. After that step, he intends to release the "Public Review Draft."

Commissioner Riegel said she would like the Board to review the Public Review Draft, receive education about its contents, and, perhaps, make minor changes to that draft before it's released to the public. She would also like to receive the third party review and analysis prior to seeking any public comments. Mr. Boal said the University of Idaho is scheduled to complete a multi-disciplinary review of the draft by mid-October. Their third party review will analyze whether the draft code aligns with the Comp Plan and will include suggestions for any recommended changes. He plans to release the Public Review Draft and U of I analysis simultaneously.

Chairman Leake said there has already been a 2-year delay and the process must be clarified. He is concerned that releasing the Public Review Draft prior to receiving and incorporating suggestions from the third party review will result in asking the public to review a document that may need considerable revision. Mr. Boal stressed that staff and the PZC have been analyzing the Comp Plan extensively and working to be sure the draft code is in alignment with the Comp Plan. Several areas of ambiguity within the Comp Plan were discussed at length by the PZC in order to reach a consensus regarding how to incorporate the policies into the new code. However, Mr. Boal said the PZC did not address every vague area within the Comp Plan. They decided to focus on the major areas needed for the new code and intend to discuss other ambiguities in the future. No zoning map is available yet.

Mr. Boal plans to write a "Summary of Code Process" detailing the PZC discussions so the public will know the perspectives considered in order to achieve the consensus opinion used to write the ordinances. This document will accompany the Public Review Draft and U of I analysis.

Mr. Boal believes releasing the third party analysis simultaneously with the Public Review Draft will give credibility to the project. Commissioner Riegel noted that all revisions must stop once the Public Review Draft is sent to the U of I for review. That will be necessary to make it very clear which draft is being analyzed. She said the Board should be heavily involved in developing the Scope of Work for the third party review to be

performed by the University of Idaho. Such involvement will insure that the U of I provides the information needed by the Board for their decision-making process.

In response to Mr. Boal's first question, Commissioner Riegel summarized her thoughts that the Board should review: (1) The Public Review Draft prior to its release to the public; (2) Scope of Work for third party analysis; (3) Public comments and third party analysis before making changes to the Public Review Draft. In response to Mr. Boal's second question, she stressed that all materials provided for the public must be very user friendly and help people understand the big picture aspects of the plan and ordinances.

Commissioner Park complimented Mr. Boal and the PZC for their work on the new ordinances. He recognizes the delay caused by waiting for the Code Studios model code and said he looks forward to having a draft code available for public review and comment.

Mr. Boal asked the Board to forward their expectations for a third party review so he could begin writing the Scope of Work. He explained that the review was important for the Board and they needed to make their expectations of the review clear.

RECREATION COORDINATOR. Mr. Boal received five responses from a survey he sent to all of the recreational entities in the valley (Attachment #5). He said the *Teton Valley News* has a webpage providing links to most recreational activities in the valley and is willing to make changes recommended by the county. Mr. Boal suggested possibly adding the *TVN* link to the County's website.

Commissioner Riegel said folks would like to see a community calendar for all events within the county. She believes the most relevant item for the County is maintaining and improving public access to the National Forest and Teton River. She said the 4H program is a recreational program already supported by the county which could be brought to a higher level. Chairman Leake said someone is needed to implement the recreation plan and thinks that role might be contracted to the Chamber of Commerce.

In order to discuss the exact duties and responsibilities of a possible recreation coordinator, a work session will be held Wednesday, September 9 at 9:00 am.

PUBLIC HEARING FOR DE-ANNEXED PARCELS. Mr. Boal said the P & Z Commission has made a recommendation for the zoning of 60 acres de-annexed by the City of Victor. The Board will hold a public hearing at 9 am September 14.

REPAIRS AT FAIR GROUNDS

Building Official Tom Davis said all the repairs are complete except for the archery backstop and removal of the chimney at the fair building. He needs to know if an approved engineering design is needed for the backstop. Mr. Davis said the bid for an approved engineering design of the stairs to the crow's nest came in around \$5,000, but is confident the work can be done for less.

● **MOTION** Chairman Leake made a motion to approve engineering for design of the crow's nest stairway, provided the cost does not exceed \$5,000. Motion seconded by Commissioner Park and carried unanimously.

AMBULANCE SERVICE DISTRICT

● **MOTION** At 11:16 am Chairman Leake made a motion to recess the Board of County Commission meeting and convene as the Ambulance Service District. Motion seconded by Commissioner Riegel and carried. (See Attachment #6 for the Draft Ambulance Service District minutes.)

The Board of County Commissioners Meeting resumed at 11:40 am.

QUARTERLY HOSPITAL FINANCIAL REPORTS.

Hospital CEO Keith Gnagey introduced Wes White as the hospital's new CFO. The hospital's financial strength has increased and second quarter income compared to last year has increased as well. They currently have 105

days of cash on hand (Attachment #7). The county will need a new facility within the next 10 years and the hospital is already in the planning stages.

● **MOTION** At 11:53am Chairman Leake made a motion to recess for lunch. Motion seconded by Commissioner Park and carried. The meeting resumed at 1:02 pm.

1:02 pm **FY 2016 COUNTY BUDGET HEARING**

Chairman Leake described the public hearing process and asked Clerk Hansen to present the budget. She said the Board had been working on the budget for three months and highlighted the significant changes (Attachment #8), which include adding 4.5 new full time employees. The budget also includes sufficient equity raises so that employees will earn the correct percentage according to their years of service for the first time since the county's salary plan was adopted in 2009.

Chairman Leake called for public comment. No one spoke in favor or neutral to the budget. Marian Ruzicka spoke in opposition to the budget. Although she's glad to know the budget includes funds for animal control, she opposes allocating money to the Teton Valley Business Development Center and questions its effectiveness. Chairman Leake closed the public comment portion of the meeting.

He said TVBDC is contracted to implement the county's economic development plan, which requires the work of a full-time employee. Commissioner Riegel said the Department of Commerce provided a three-year grant for an economic development professional and believes a thorough analysis of the program's effectiveness should be conducted at the conclusion of that three-year period, which ends in 2016.

● **MOTION** Chairman Leake made a motion to approve Resolution 2015-0824B adopting the county's \$11,194,739 budget for FY 2016. Motion seconded by Commissioner Park and carried unanimously.

1:21 pm **FY 2016 MOSQUITO ABATEMENT DISTRICT BUDGET HEARING**

Chairman Leake described the public hearing process and asked Clerk Hansen to present the budget. She said there were no major changes to the budget. The MAD Board was pleased with the results of their contract re-bidding process last fall because the VDCI bid did not increase. Chairman Leake called for public comment. No one spoke in favor, neutral, or opposed to the budget. He closed the public comment period. Clerk Hansen said the MAD budget is included within the overall county budget adopted by Resolution 2015-0824B.

ADMINISTRATIVE

● **MOTION** Commissioner Park made a motion to approve the August 10 minutes as presented. Motion seconded by Commissioner Riegel and carried.

BOARD APPOINTMENTS. The Board discussed board appointments and noted that no one applied for the open seats on the Impact Fee Advisory Committee.

● **MOTION** Chairman Leake made a motion to appoint Roger Kaufmann and Kendall Jolley to the Teton County Fair Board for a 4-year term each expiring September 30, 2019. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION** Commissioner Park made a motion to appoint Summer Winger to the Teton County Mosquito Abatement District for a 4-year term expiring September 30, 2019. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION** Chairman Leake made a motion to re-appoint Dave Hensel and Sarah Johnston to the Teton County Planning & zoning Commission for the timeframe necessary to complete the writing and public hearing process for adoption of the Land Use Development Code. Motion seconded by Commissioner Park and carried unanimously.

OTHER BUSINESS. There were no committee reports. The Board reviewed the list of students requesting Certificates of Residency.

● **MOTION** Chairman Leake made a motion to approve Certificates of Residency for 11 county residents as listed. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #10)

● **MOTION** Chairman Leake made a motion to approve the beer and wine license for the Friends of the Teton River river party. Motion seconded by Commissioner Park and carried unanimously.

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

General.....	37,518.33
Road & Bridge.....	2,254.77
Court & Probation.....	1,214.19
Bonds	947.50
Elections	50.85
Indigent.....	58,942.66
Solid Waste.....	288.55
Weeds.....	3,300.01
Road, Special	168,531.27
Ambulance	922.29
Fair Board	11,002.71
Economic Development.....	10,000.00
Auditor’s Trust.....	25.00
TOTAL	294,998.13

● **MOTION.** At 3:35pm Chairman Leake made a motion to adjourn. Motion seconded by Commissioner Riegel and carried unanimously.

Bill Leake, Chairman

ATTEST _____
Mary Lou Hansen, Clerk

- Attachments: #1 Additional costs for landfill cap material
#2 Pathway Easement adjacent to Armory
#3 Fox Creek Village PUD Insignificant Plat Amendment
#4 Land Use Code Revision Process & Documents
#5 Recreation organization survey
#6 Draft minutes from 8-24-15 meeting of Ambulance Service District
#7 Quarterly financial report from Teton Valley Health Care
#8 Clerk’s summary of significant budget changes for FY 2016
#9 Resolution 2015-0824B adopting County and Mosquito Abatement District budget for FY 2016
#10 Certificates of Residency

Board of Teton County Commissioners

MINUTES: September 9, 2015

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

- 10:30 AM Meeting Called to Order - Bill Leake, Chair
- 10:30 AM Driggs Mayor & Sheriff to discuss Sheriff's contract
- 12:00 PM Other Business
1. Discuss IT issues with EODH - Greg Adams
 2. Hiring Facilities Maintenance Supervisor/Engineering Tech
- 1:00 PM Recreation plan implementation and Recreation Coordinator position
-

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel, Kelly Park (arrived late due to prior commitment)

OTHER ELECTED OFFICIALS PRESENT: Clerk Mary Lou Hansen, Sheriff Tony Liford, Driggs Mayor Hyrum Johnson

Chairman Leake called the meeting to order at 10:31 am.

SHERIFF'S CONTRACT WITH DRIGGS

During FY 2015, the City of Driggs is paying \$54,000 to the County for services provided pursuant to an Agreement signed October 14, 2014.

Mayor Johnson expressed several areas of concern with the current contract. Although he has no complaints about actual officer interactions with citizens, he is not satisfied with response times or with the number of officers available, which he realizes may be a budgetary problem. Mayor Johnson is also disappointed with the lack of information made available to help him respond to citizen concerns and complaints and is concerned about the cost of the contract to city taxpayers. He pointed out that the Sheriff is obligated to provide basic enforcement of all state statutes, even without a contract. Mayor Johnson has requested several reports from the Sheriff's office which have not yet been provided.

Sheriff Liford said preparation of the requested reports is ongoing and they will be delivered as soon as possible. Their CAD software does not make it possible to accurately report response times because every call is tracked from the time it was received. This means that a morning call requesting an afternoon appointment is reported inaccurately as a multi-hour response time. Sheriff Liford said his officers respond to every call for service, although limited staff availability does make it necessary to prioritize calls at times. For example, an officer will always respond to a domestic violence call ahead of a stray cow call. The Sheriff currently has just 6 patrol deputies, although the rule-of-thumb calls for 1.5 officers per 1,000 residents.

Sheriff Liford said he cannot respond to alleged service shortcomings as conveyed to the Mayor without knowing specific details. He is unaware of any 911 call that has ever failed to receive a response and urged Mayor Johnson to ask citizens complaining to him to also call the Sheriff.

Sheriff Liford understands he's obligated to provide law enforcement services within the city and said he's never asked or negotiated for more funding from the city. He said funding his office is a responsibility of the County Commissioners and that it's not possible to dedicate a single deputy for Driggs.

Mayor Johnson said he is not asserting that the Sheriff is not fulfilling his contract, only that he cannot document whether it is being fulfilled. Although the Sheriff is providing quarterly reports, they do not include information about what is being patrolled within the city and when. The Mayor emphasized that he has no desire to establish a city police department.

Sheriff Liford said patrols need to be irregular and unpredictable and that he, personally, provides many hours of patrol services to both Driggs and Victor to insure contract provisions are met. In addition, deputies are instructed to concentrate patrol efforts within the city limits due both to the contracts and the fact that the two cities have a density of population and activities. His deputies provide regular security checks as outlined in the contract. They are also available for enforcement of city animal control ordinances and ordinances related to vehicles and traffic, such as parking, covered loads, and jake brakes. However, the city must provide ticket books. Sheriff Liford pointed out that his deputies also provide extra coverage as needed for city events such as the July 4 fireworks and Shakespeare in the Park.

Mayor Johnson asked how things would change if there were no contract. The Sheriff replied that all calls for service would continue receiving a response, but said there would be less patrol time spent in Driggs. There would also be no security checks. Mayor Johnson said a private security guard would perform nightly security checks for \$15,000 per year.

The meeting concluded with Sheriff Liford expressing confusion regarding which aspects of the current contract are not being fulfilled and Mayor Johnson stating that he would have to consider what he had learned today and discuss options with the City Council. He said communications have improved over the last few months and he will appreciate receiving the Sheriff's complaint form for possible future use.

ELECTED OFFICIALS & DEPARTMENT HEADS – IT ISSUES

New IT Coordinator Greg Adams met with four elected officials and eight department heads to discuss various IT issues, including the possibility of contracting with a new vendor to maintain the county's computer networks and infrastructure (Attachment #1).

FACILITIES MAINTENANCE SUPERVISOR/ENGINEERING TECHNICIAN

Public Works Director Darryl Johnson requested approval to offer 89% of the market rate to his preferred candidate, who has a mechanical engineering degree and is a certified Engineer in Training. The Board discussed the candidate's qualifications and possible start date.

● **MOTION.** Chairman Leake made a motion to hire the new employee at 89% of the market rate. Motion seconded by Commissioner Park and carried unanimously.

RECREATION PLAN & COORDINATOR

Planning Administrator Jason Boal said the Public Access and Recreation Plan adopted by the County identified three major areas of implementation: (1) Administration of the Plan; (2) Recreation Facilities; and (3) Recreation Programs. He read the major components related to Administration and asked the Board whether they want the county to undertake those tasks. The Board discussed the options and possibilities at length. They agreed that a full time job would be appropriate, with the exact duties and title yet to be determined. Mr. Boal will complete a PDQ questionnaire for the Board's review and discussion September 25.

● **MOTION.** At 2:08 pm Chairman Leake made a motion to adjourn. Motion seconded by Commissioner Riegel and carried unanimously.

Bill Leake, Chairman

ATTEST

Mary Lou Hansen, Clerk

Attachments: #1 IT EODH Meeting Agenda

2015

TETON COUNTY
STATE OF IDAHO

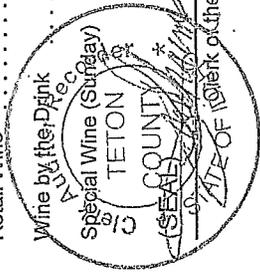
No. 72

RETAIL ALCOHOLIC BEVERAGE LICENSE

THIS IS TO CERTIFY THAT _____
doing business as _____
at _____
a(n) _____ CORPORATION _____, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Teton County Courthouse, Driggs, Idaho.

FRIENDS OF THE TETON RIVER INC
WILD & SCENIC FILM FESTIVAL
231 ID - 33. DRIGGS. ID 83422

Draft and Bottled or Canned Beer	0.00
Bottled or Canned Beer to be consumed on premises	10.00
Bottled or Canned Beer not to be consumed on premises	0.00
Retail Liquor-	0.00
Retail Wine	0.00
Wine by the Drink	10.00
Special Wine (Sunday)	0.00
TOTAL FEE:	20.00



Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES 09/11/2015.
Witness my hand and seal this 14th day of September, 2015.

Wild Linder

Chairman

Cynthia J. Reigel

Commissioner

Commissioner

(This license must be conspicuously displayed)

No. 71

TETON COUNTY
STATE OF IDAHO

2015

RETAIL ALCOHOLIC BEVERAGE LICENSE

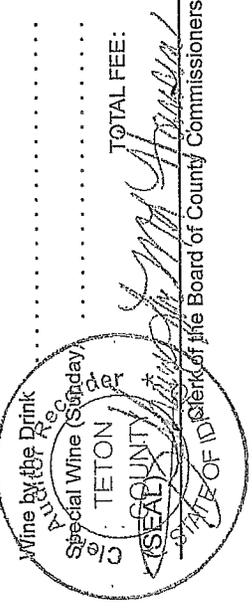
THIS IS TO CERTIFY THAT _____ TETON VALLEY FOUNDATION INC
doing business as _____ BRIDGES TO CHANGE MOVIE PREMIERE
at _____ 2175 S HWY 33, DRIGGS, ID 83422

_____ CORPORATION _____, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Teton County Courthouse, Driggs, Idaho.

Draft and Bottled or Canned Beer	0.00
Bottled or Canned Beer to be consumed on premises	20.00
Bottled or Canned Beer not to be consumed on premises	0.00
Retail Liquor-	0.00
Retail Wine	0.00
Wine by the Drink	0.00
Special Wine (Sunday)	0.00
TOTAL FEE:	20.00

Signature of Licensee or Officer of Corporation
This license is TRANSFERABLE and EXPIRES 08/28/2015.
Witness my hand and seal this 14th day of September, 2015.

William Walker Chairman
Cynthia J. Regep Commissioner
Commissioner



Clerk of the Board of County Commissioners

(This license must be conspicuously displayed)

Certificates of Residency: 2015-2016

Last Name	First Name	College or THS	Date Approved
Hernandez	Gabriel	CSI	
Martinez	Ariel	CSI	
Ortiz	Jose'	CSI	
Virgina	Leonardo	CSI	



Teton County Search And Rescue, Inc.

Post Office Box 842 • Driggs, Idaho 83422
An Idaho Non-profit Corporation Dedicated to the Service of Others

September, 4th 2015

Board of county Commissioners,

We apologize for the late request. Teton County Search and Rescue requests permission to trade in two **2002 Suzuki DR200** motorcycles toward the purchase of one new motorcycle. One Motorcycle (**vin# JS1SH42A522101096**) has been a parts bike for years due to an electrical problem that it developed and after several rounds into the shop we decided that it was not reliable enough for us to use. The other Motorcycle (**Vin# JS1SH42A122101158**) was kept in working order with part from the first but we are running out of parts and it is developing electrical issues as well. Both Bikes have served our county well but neither run at this time. Action Motor Sports in Idaho Falls has offered us 250 for both bikes.

A handwritten signature in black ink, appearing to be "Kelly Circle", written in a cursive style.

Kelly Circle
Commander

teton.search.rescue@gmail.com
(208)351-2591



Teton County Search And Rescue, Inc.

Post Office Box 842 • Driggs, Idaho 83422
An Idaho Non-profit Corporation Dedicated to the Service of Others

September, 4th 2015

Board of county Commissioners,

Teton County Search and Rescue requests permission to trade in two **2006 Polaris RMK Snowmobiles (vin # SN1PK6FS56C617838 and SN1PK6FS26C617845)** toward the purchase of two new replacements. Both Snowmobiles are in good working order and have value but technology is pushing people further and further into the backcountry and Teton Search and Rescue is making an effort to upgrade their equipment on a more regular intervals. **There will be no additional cost to the county for the new snowmobiles.** We have submitted for a grant and we have raised funds to cover additional costs.

A handwritten signature in black ink, appearing to read "Kelly Circle", with a long horizontal flourish extending to the right.

Kelly Circle
Commander

teton.search.rescue@gmail.com
(208)351-2591

Mary Lou Hansen

From: Niki Tischhauser [thorzoe@silverstar.com]
Sent: Monday, August 17, 2015 10:44 AM
To: Commissioners
Subject: Air Traffic Noise Issue

Hello Commissioners,

It seems to me that this summer has been worse than any previous years for the amount of air traffic noise. This morning in the span of an hour, 5 airplanes flew over my house (not sure if it was 5 separate planes or several circling around the valley) and I could hear about 3-4 more off in the distance. I live out in the county between Driggs & Tetonia near the Teton River so I'm not that close to the airport. Our house is highly insulated to the point I can't hear a car coming up the driveway but I can hear the planes overhead intermittently all day long now. It's particularly bad in the mornings. I am wondering if there is any way to limit the number of take-offs and landings at the airport to minimize the overhead buzzing? Seriously, it has been almost constant for nearly an hour this morning from before 8am and this is a Monday. Several weeks ago, a small aircraft flew so low to the ground over my house, I literally ran thinking it was going to hit my 2 story barn. I complained to the airport and Lou Christianson but got the brush-off and message saying I should come meet the young pilots (??????). It seems a shame to allow what appears to me to be non-essential flights (i.e. NOT emergency/legitimate transportation flights) to ruin the quality of life we have here on the "quiet" side of the Tetons. This summer it certainly hasn't sounded like the quiet side. Noise pollution has been shown to diminish the quality of life, have a negative effect on health and disturb wildlife. Studies have been done that confirm these effects. To me it seems a heavy price to pay for the benefit of a small handful of people that appear to be out sight-seeing or joy-riding over the heads of the many at the cost of our peace of mind, right to quiet enjoyment of our properties and our blood pressure levels.

Thanks for your any input you can give me about my concerns and suggestions on how we can work to alleviate the aircraft noise problems are facing.

Sincerely,
Niki Tischhauser

BoCC Priorities – updated 8/27/15

- 1) Land Fill Cap rebuild & 5000South
- 2) Centennial Sentry Eagle – install on Court House Lawn – Leake to contact MD for design and cost estimate for 100 to 300sqft with benches & plaque.
- 3) Finalize Non-Profit Funding Support Policy
- 4) Completed staffing additions/funding for: Animal Control, Facility Mgmt/PW Support & LEC Part Time, IT moved to Greg Adams, Economic Development increased support from \$15K/yr to \$25K/yr, Weed Control/Natural Resource Specialist, and Recreation. Continue to define Recreation position. Address Affordable Housing, Transit, and Regional Planning.
- 5) P&Z Code Development and Adoption Process
- 6) Housing Authority Pathforward – Sept 16th mtg
- 7) Solid Waste Disposal and Recycling Hauler Contract – Awarded: May need to hold a public forum to answer questions.
- 8) Solid Waste Fee structure changed to per parcel assessment per Idaho Code – issue paper explaining why and post on county website
- 9) Frontage Road Dust Abatement
- 10) Extent of support for Farm-to-Market roads
- 11) Future Gravel Pit needs
- 12) Teton Scenic Parkway resolution – meet with key entities to discuss pros and cons
- 13) Resolve Smith Canyon Access road infringement
- 14) Future R&B Facility Needs – Driggs is interested in getting this done within the next 5 years
- 15) FY16 Road Priorities and reevaluate current roads being maintained by the county
- 16) Update Capital Improvement Plan and Impact Fees – need to get board members
- 17) Finalize <5 acre ag exemption procedure
- 18) Cost of growth and how to calculate it. Basis for economic prosperity through expanding the Tax Base. What is Teton Valley’s optimum population relative to quality of life and sustainability
- 19) How to improve communications on what is going on in County Govt.

**Teton County Fee Changes for FY 2016
PUBLIC HEARING**



Public notice is hereby given that the Board of County Commissioners will meet September 14, 2015 at 2:15 pm in the Commissioners' Meeting Room at 150 Courthouse Drive in Driggs, Idaho to discuss changes to the County fee schedule as shown below. Any person may appear and be heard at this time.
(All fees listed below are new or changing county fees, or fees being increased by more than five percent.)

COPIES, COMPUTER PRINT-OUTS and BANK FEES

Public Records Requests (no charge for first two hours)\$20/hr \$25/hr

PLANNING, ZONING & BUILDING FEES

Application to Development in the Floodplain\$35
 Plat Amendment, Substantial (Increase or Decrease in Scale) \$1,700
 Survey Review Fee: OTO, Boundary Line Adjustment, Plat Amendment.....\$200
 Survey Review Fee: Subdivision\$350

SOLID WASTE USER FEES: *Collected with property taxes*

AMOUNT PER PARCEL\$60
 RESIDENTIAL\$157.50 per household
 COMMERCIAL (*\$2,200 maximum, all square footages determined by Assessor*)

Published in the Teton Valley News September 3 & 10, 2015



RESOLUTION 2015-0914

A RESOLUTION TO ADOPT THE COUNTY FEE SCHEDULE FOR FISCAL YEAR 2016

WHEREAS, on the 14th day of September, 2015, in the Commissioners Meeting Room at 150 Courthouse Drive, Driggs, Teton County, Idaho, the Board of County Commissioners held a public hearing for the County's Fee Schedule for Fiscal Year 2016; and

WHEREAS, the fee schedule hearing was held in accordance with Idaho Code 63-1311; and

WHEREAS, the public notice of the hearing duly published in the *Teton Valley News* on September 3 and 10, 2015;

WHEREAS, having considered the budget needs and available revenue;

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners hereby unanimously adopts the attached Fee Schedule (Exhibit 1) for Fiscal Year 2016.

DATED and done this 14th day of September, 2015.

TETON COUNTY BOARD OF COMMISSIONERS

By: _____
Bill Leake, Chairman

ATTEST: _____
Mary Lou Hansen, Clerk



TETON COUNTY FEE SCHEDULE

Effective October 1, 2015

Per Idaho State Statute or as adopted by the County Commissioners on September 14, 2015

BUILDING PERMIT FEES

AGRICULTURAL BUILDINGS

Agricultural Exempt Building \$40

COMMERCIAL BUILDINGS

Permit Fee0061 x valuation

Plan Review Fee0012 x valuation

Mechanical Permit25 x Permit Cost

Mechanical Review (in house)25 x Plan Review Fee

COMMERCIAL VALUES PER SQUARE FOOT *(used to calculate fees)*

See ICC Building Valuation Data on next page

GENERAL & MISCELLANEOUS FEES

Appeal of Building Official's Decision \$150

Building Department use of outside consultants

for Plan Review, Inspection or both Actual Costs, including admin and overhead

Fences over 6 feet high \$50

Inspections for which no fee is specifically indicated \$50/hour (1 hr min)

Mechanical Permit *(wood/pellet stoves, hot water heater, fireplace, furnace, boiler, etc.)* .. \$50 per unit

Residential Wind & Telecommunication Towers \$250

Signs (if a permit is required) \$50

Solar System Installation \$50

Temporary residence or use in a permanent structure

(i.e. dry cabin, recreational cabin, yurt, park model, etc.) \$50

Work Commencing Without a Permit 25% of Permit

MANUFACTURED/MOBILE HOME INSTALLATION

Type 1 Setting (Full Concrete or Block Foundation) \$250

Type 2 Setting (Pier Foundation with Skirting) \$150

Conversion to U Occupancy \$50

RESIDENTIAL FEE RATE

Permit Fee0061 x valuation

Plan Review Fee0012 x valuation

Permit Extension363 x original permit fee

RESIDENTIAL VALUES PER SQUARE FOOT *(used to calculate fees)*

Single Family Dwelling \$108

Additions *with* Plumbing \$108

Additions *without* Plumbing \$80

Basement – unfinished \$23

Basement –finished \$80

Finishing Basement \$57

Garage/Barn with foundation \$40

Carport/Covered Deck \$23

Shed/Pole Barn \$23

Conversion to residential occupancy \$57

International Building Code Council Building Valuation Data

As published February 2014 Building Safety Journal

Group (2012 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIE	IV	VA	VB
A-1 Assembly, theaters, with stage	224.49	217.12	211.82	202.96	190.83	185.33	196.14	174.43	167.83
A-1 Assembly, theaters, without stage	205.71	198.34	193.04	184.18	172.15	166.65	177.36	155.75	149.15
A-2 Assembly, nightclubs	177.15	172.12	167.31	160.58	150.83	146.74	154.65	136.68	132.81
A-2 Assembly, restaurants, bars, banquet halls	176.15	171.12	165.31	159.58	148.83	145.74	153.65	134.68	131.81
A-3 Assembly, churches	207.73	200.36	195.06	186.20	174.41	168.91	179.38	158.02	151.41
A-3 Assembly, general, community halls, libraries, museums	173.36	165.99	159.69	151.83	138.90	134.40	145.01	122.50	116.89
A-4 Assembly, arenas	204.71	197.34	191.04	183.18	170.15	165.65	176.36	153.75	148.15
B Business	179.29	172.71	166.96	158.70	144.63	139.20	152.43	126.93	121.32
E Educational	192.11	185.49	180.05	171.90	160.09	151.62	165.97	139.90	135.35
F-1 Factory and industrial, moderate hazard	108.42	103.32	97.18	93.38	83.24	79.62	89.22	68.69	64.39
F-2 Factory and industrial, low hazard	107.42	102.32	97.18	92.38	83.24	78.62	88.22	68.69	63.39
H-1 High Hazard, explosives	101.53	96.44	91.29	86.49	77.57	72.95	82.34	63.02	N.P.
H234 High Hazard	101.53	96.44	91.29	86.49	77.57	72.95	82.34	63.02	57.71
H-5 HPM	179.29	172.71	166.96	158.70	144.63	139.20	152.43	126.93	121.32
I-1 Institutional, supervised environment	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
I-2 Institutional, hospitals	302.44	295.85	290.11	281.84	266.80	N.P.	275.58	249.09	N.P.
I-2 Institutional, nursing homes	209.38	202.79	197.05	188.78	175.72	N.P.	182.52	158.01	N.P.
I-3 Institutional, restrained	204.27	197.68	191.94	183.67	171.10	164.68	177.41	153.40	145.80
I-4 Institutional, day care facilities	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
M Mercantile	132.04	127.01	121.20	115.47	105.47	102.39	109.54	91.33	88.45
R-1 Residential, hotels	179.14	172.89	167.90	160.83	147.95	144.10	160.52	132.93	128.36
R-2 Residential, multiple family	150.25	143.99	139.01	131.94	119.77	115.91	131.62	104.74	100.18
R-3 Residential, one- and two-family	141.80	137.90	134.46	131.00	125.88	122.71	128.29	117.71	110.29
R-4 Residential, care/assisted living facilities	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
S-1 Storage, moderate hazard	100.53	95.44	89.29	85.49	75.57	71.95	81.34	61.02	56.71
S-2 Storage, low hazard	99.53	94.44	89.29	84.49	75.57	70.95	80.34	61.02	55.71
U Utility, miscellaneous	75.59	71.22	66.78	63.37	56.99	53.22	60.41	44.60	42.48

COPIES, COMPUTER PRINT-OUTS and BANK FEES

There is no charge for the first 100 pages of a public record, per IC 74-102(10)(a)

B&W: Letter & Legal.....	\$0.10
B&W: 11 x 17.....	\$0.25
Color: Letter & Legal	\$0.75
Color: 11x17.....	\$1.50
Plats & Cadastral Maps: All sizes	\$4
Data CDs, DVDs, Emails	\$3
Recorded or Filed Documents (<i>as set by State Statute and Judicial Order</i>)	\$1 per page
Returned Check Charge.....	\$20
Public Records Requests (<i>no charge for first 2 hours</i>)	\$25 per hour

COURT FEES (*as set by state statute or listed below*)

Court Technology Fee (per credit card transaction)	\$3
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DIGITAL DATA & GIS FEES

17 x 22 Map.....	\$8
22 x 34 Map.....	\$12
34 x 44 Map.....	\$15
Custom Mapping	<i>(if staff is available)</i> \$65 per hour

LICENSES

Beer, not for consumption on premises	\$25
Beer, for consumption on premises	\$75
Beer, draft, bottled, canned, for consumption on or off premises	\$100
Beer & Wine, for consumption on premises, one day only	\$20
Catering Permit.....	\$20
Dog Breeders License	\$100
Dog License (neutered)	\$7.50
Dog License (intact)	\$32.50
Liquor, by the drink, for consumption on premises	25% of fee charge by State
Wine, by the drink, for consumption on premises.....	\$100
Wine, bottled, for consumption on or off premises	\$100

PLANNING & ZONING FEES

Appeals.....	\$475
Development in the Floodplain	\$35
Area of City Impact (Driggs): Appeals	\$605
Area of City Impact (Driggs): Boundary Adjustment	\$284
Area of City Impact (Driggs): Conditional Use Permit.....	\$1,000
Area of City Impact (Driggs): Financial Surety Administrative Processing	\$50
Area of City Impact (Driggs): Lot Split	\$284
Area of City Impact (Driggs): Plat Amendment, Minor.....	\$450
Area of City Impact (Driggs): Plat Amendment, Substantial.....	\$2,015
Area of City Impact (Driggs): Subdivision (2 lots).....	\$2,826
Area of City Impact (Driggs): Subdivision (3-9 lots).....	\$3,753
Area of City Impact (Driggs): Subdivision (10-25 lots	\$7,323
Area of City Impact (Driggs): Subdivision (26-99 lots).....	\$19,729
Area of City Impact (Driggs): Subdivision (100-399 lots).....	\$37,234
Area of City Impact (Driggs): Subdivision (400+ lots).....	\$50,263 +\$84 per lot
Area of City Impact (Driggs): Variance	\$1,131
Area of City Impact (Driggs): Zone Change, <5 acres.....	\$1,936
Area of City Impact (Driggs): Zone Change, 6-20 acres	\$2,416
Area of City Impact (Driggs): Zone Change, >20 acres.....	\$2,896
Boundary Adjustment	\$206
Boundary Adjustment, Plat Re-submittal.....	\$103
Conditional Use Permit	\$1,260
Development Agreement Extension.....	\$326
FEMA Application.....	Actual Cost
Financial Surety Administrative Processing	\$50
Home Occupation Permit, First two years	\$75
Home Occupation Permit, 2-year renewal	\$50
Legal Notice Re-advertise.....	Actual Cost
One Time Only Lot Split.....	\$206
One Time Only Lot Split, Plat Resubmittal	\$103
Permitted with Conditions.....	\$268
Plat Amendment, Insignificant.....	\$395
Plat Amendment, Substantial (<i>increase or decrease in scale</i>)	\$1,700
Recording Time Extension	\$326
Scenic Corridor Application.....	\$357
Sign Permit.....	\$1 per s/f (\$10 Min. & \$50 Max)
Subdivision (01) All Sizes.....	See Below
<i>Concept, 10%; Preliminary Plat, 60%; Final Plat, 30%</i>	
Subdivision (2).....2 Units.....	\$1,000
Subdivision (3).....3-7 Units.....	\$2,139
Subdivision (4).....8-19 Units.....	\$5,705
Subdivision (5).....20-49 Units.....	\$12,360
Subdivision (6).....50-79 Units.....	\$16,322
Subdivision (7).....80-119 Units.....	\$21,392
Subdivision (8).....120-149 Units.....	\$27,255
Subdivision (9).....150-199 Units.....	\$34,069
Subdivision (10).....200-299 Units.....	\$41,675
Subdivision (11).....300-399 Units.....	\$50,232
Subdivision (12).....400 Units	\$61,800
Subdivision (13).....cost per Unit greater than 400	+\$75
Subdivision Extension	all other application fees must be current.....
Surveyor/Engineer/Floodplain/NP, Third Party Review.....	Actual Cost
Survey Review Fee: OTO, Boundary Line Adjustment & Plat Amendment.....	\$200
Survey Review Fee: Subdivision	350
Temporary Use Permit	\$75
Vacation	\$1,100
Variance	\$676
Zone Change, <5 acres.....	\$1,215
Zone Change, 6-20 acres.....	\$1,877
Zone Change, >20 acres.....	\$2,357
Zoning Ordinance Change	\$1,200

PUBLIC RECORDS REQUESTS (pursuant to Idaho Code 9-337 through 9-350)

Copies will be charged as listed above - County staff cannot perform records searches
Labor (in excess of 2 hours) required to fulfill requests \$25 per hour

ROAD & BRIDGE: Permit to Work Within a County Right-of-Way (Approach Permit)

Single Residence.....\$30 per approach
Subdivision or Commercial Building\$60 per approach

RECORDING FEES (Set by Idaho Statute 31-3205)

For recording every instrument, paper or notice, for the first page \$10
For each additional page..... \$3
For copies of any record or paper, for each page \$1
Releasing or Assigning more than one document within the same instrument \$1 each

A page shall not exceed 14" in length nor 8.5" in width. Each page shall be typewritten or be in legible writing. The recording fee to be charged for maps, sketches, drawings or other instruments except plats larger than the size permitted above for a page shall be two cents (2¢) per square inch.

SHERIFF'S FEES

Civil Processing, Service \$35
Civil Processing, Return \$35
Burglar Alarm, new permit \$75
Burglar Alarm, annual renewal..... \$25
Burglar Alarm.....First false alarm, \$25; second false alarm, \$75; third false alarm, \$125
Fourth or more false alarms, \$175; hearing/appeal, \$200
Concealed Weapons Permit (new permits) \$64.45
Concealed Weapons Permit (renewals) \$37.70
Other Sheriff's Fees as set by State Statute and/or listed on next page

SOLID WASTE FEES

USER FEES (collected with property taxes)\$60 per parcel

CREDIT APPLICATION FEE \$20

TIPPING FEES BY WASTE TYPE (There is a \$10 minimum charge unless noted below)

Household Waste, 150 lbs or less (or 5 bags) \$10
Household Waste, over 150 lbs \$76 per ton
Non-Household, Unsorted Waste \$210 per ton
Sorted Waste, up to 350 lbsno charge
Sorted Waste, more than 350 lbs \$15 per ton
Dead Animal Waste..... \$15 per ton
Small Household Appliances..... \$76 per ton
Large Household Appliances with Refrigerant \$15 each
Tires: Car & Light Truck \$5 each
Tires: Truck \$10 each
Tires: All others and more than five \$125 per ton
Credit/Debit Card Convenience Fee.....\$1 per transaction

If a fee is calculated by weight, persons weighing more than one waste type will be charged the higher rate.

Tipping Fees will be waived for trash picked up by persons or agencies participating in clean-up activities approved by the Board of County Commissioners.

VEHICLE ADMINISTRATIVE FEE (collected by DMV) \$4.50

TETON COUNTY SHERIFF'S FEES

Effective 10-01-2015

	SERVICE	RETURN		SERVICE	RETURN
Accident Reports	\$.10/Page	n/a	Record Notice of Levy	Cost	Cost
Additional Posting, Each	\$15	n/a	Notice of Pay Rent/Quit	\$35	\$35
Affidavit & Order	\$35	\$35	Notice of Sale, First	\$15	n/a
Arrest, Criminal	n/a	n/a	Notice To Quit/Vacate	\$35	\$35
Assistance, Writ of	\$35	\$35	Notice, Landlord Tenant	\$35	\$35
Attachment, Writ of	\$35	\$35	Order for Appearance	\$35	\$35
Bond, for Taking of	\$15	n/a	Order to Show Cause	\$35	\$35
Cancellation of Service	\$25	n/a	Posting (Sale Notice)	\$15	n/a
Certificate of Redemption	\$20	n/a	Posting Additional Notice	\$15	n/a
Certificate of Sale (Personal Property)	\$25	n/a	Preliminary Injunction	\$15	\$15
Certificate of Sale (Real Property)	\$25	n/a	Real Property – Levy & Sale	\$35	\$35
Certified Mail	Cost + \$7	n/a	Registered Mail	Cost	Cost
Claim & Delivery/Writ Possession	N/A	n/a	Sale Notice	\$15	n/a
Commission without Levy	\$150	n/a	Serve Affidavits &/or Notice	\$35	\$35
Commission with Levy	\$175	n/a	Serve Notice of Levy/Recorder	\$35	n/a
Commissioner of Insurance	\$30	\$30	Serve SIC with Writ	\$35	\$35
Complaint	\$35	\$35	Serve Undertaking	No Charge	No Charge
Court Commit/Jail Stay (per day)	\$25	n/a	Sheriff's Deed	\$35	n/a
Criminal Summons	No Charge	No Charge	Small Claims & Order	\$35	\$35
Cross Complaint	\$35	\$35	Small Claims w/o Order	\$35	\$35
Earnings Withholding order	\$35	\$35	State Auditor Requires	\$15	n/a
Eviction (Writ of Possession)	\$35	\$35	Summons & Complaint	\$35	\$35
Execution, Writ of	\$35	\$35	Summons & Petition	\$35	\$35
Federal Court Process (government)	No Charge	No Charge	Summons/Juror	n/a	n/a
Federal Court Process (Individuals)	\$35	\$35	Support Affidavits and/or Notices	No Charge	No Charge
Finger Print Cards (each)	\$20	\$20	Temporary Restraining Order	\$20	No Charge
Garnishment (all types)	\$35	\$35	Tenant 3-day Notice	\$35	\$35
Incident Reports	\$.10/Page	n/a	Three Day Notice Quit/Rent	\$35	\$35
Injunction & Injunction Pendente Lite	\$35	\$35	Three Day Notice to Quit	\$35	\$35
Interim Return	n/a	\$15	Undertaking/Bond	\$35	\$35
Keeper's Receipt	n/a	n/a	VIN Inspection	\$5	n/a
Moving & Storage	\$3,000 min	n/a	Warrant Bench (Civil)	\$25	\$25
Not Found Return	\$35	\$35	Warrant of Distraint	\$35	\$35
Notice of Entry of Sister State	\$35	\$35	Writ & Undertaking	\$35	\$35
Notice of Levy	\$35	\$35	Writ (All Types)	\$35	\$35

Mary Lou Hansen

From: Katie Salsbury [Katie@intermountainaquatics.com]
Sent: Thursday, August 27, 2015 04:06 PM
To: Darryl Johnson
Cc: Jenifer Shaum; Mary Lou Hansen; patty petersen
Subject: Fair Grounds Maintenance

Hi Darryl,

Can you give me an update on what the county is envisioning for future fair grounds maintenance?

After losing Ben Eborn as the groundskeeper, the fair board hired Golden Eagle Landscaping to do mowing, weed trimming, irrigation, trash pick-up, clean-up after the fair, and fueling of our tractor and water truck. We also hired Matt Darrah, a janitor with the school district, to clean the fair building and do miscellaneous repairs.

Both of these subcontractors have done an excellent job and we would like to look into using them for these same duties, plus grooming of the arenas, in 2016. Can you let me know if the county has other ideas for how we should handle maintenance at the fairgrounds? I'd like to be able to let Gerardo and Matt know our plans in September.

Thanks for your help!

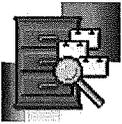
Katie Salsbury
Teton County, Idaho Fair Board
208-313-6930
katies@silverstar.com

"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."

9-9-15

BoCC: Seems like you need to clarify whether BoCC, via Darryl + Facilities Supervisor, or Fair Board, via Fair Grounds Coordinator, is responsible for fair grounds maintenance.

-mel



Idaho Statutes

TITLE 22 AGRICULTURE AND HORTICULTURE

CHAPTER 2 COUNTY FAIR BOARDS

22-204. DUTIES OF COUNTY FAIR BOARD -- BONDS OF MEMBERS -- MEETINGS -- FURTHER DUTIES. The county fair board shall be charged with the care and custody of all property belonging to the county and used for fair purposes, and shall be responsible for all moneys received by it, raised by tax levy or levies for fair purposes as well as all receipts from the operation of the fair and any other moneys received from other sources for fair purposes. Each member of the county fair board shall file with the board of county commissioners a bond or other form of financial responsibility suitable to the county commissioners in the sum of not less than one thousand dollars (\$1,000) to be approved by the board of county commissioners. The county fair board shall conduct all of its business at the place designated by the board of county commissioners as the place for conducting the county fair, which shall be the place of business of the county fair board. It shall meet at such times and places as the county fair board deems necessary in compliance with the open meeting law.

It shall safely keep or cause to be safely kept all moneys coming into its care, custody or possession in strict compliance with the provisions of the public depository law of this state. It shall formulate in writing and file in its office all plans adopted by it from time to time in connection with the conduct of the business of the county fair, and also file a copy of the same with the board of county commissioners of the county. It shall keep or cause to be kept proper records of its proceedings, business transactions, and true and proper accounts of all moneys received by it and expended or on hand; and it shall require proper vouchers evidencing all disbursements of money. The records of the board shall be open to inspection by any taxpayer or voter within the county during all regular office hours. The board shall publish in at least one (1) issue of the official newspaper of the county a detailed statement of all moneys received and expended in connection with the operation of any fair or fairs, within ninety (90) days after the holding of any such fair within the county.

It shall take charge of and manage all such property as the county may have acquired or set aside for fair purposes pursuant to the provisions of section 31-822, Idaho Code. It may recommend to the board of county commissioners that such board purchase such real and personal property as may be needed for fair purposes. It shall have power to employ labor, award prizes, make exhibition contracts, fix and charge admission and entrance fees, let contracts for concessions or services to be conducted at the fair or under the direction of the county fair board, but if any concession or service is to extend for a period of less than twelve (12) days in a calendar year, the concession or service may be awarded without bid, and do all other things necessary for holding county fairs. It shall fix the salaries of the secretary and treasurer and prescribe the time and manner of

payment. The county fair board shall not have the power to create any indebtedness in excess of the amount to be derived from the special levies for each year and the estimated income from annual fair receipts, nor shall it mortgage or otherwise pledge or encumber any of the real or personal property owned by the county and used for fair purposes.

History:

[(22-204) 1929, ch. 208, sec. 4, p. 411; I.C.A., sec. 22-204; am. 1973, ch. 179, sec. 1, p. 412; am. 1981, ch. 47, sec. 1, p. 70; am. 1988, ch. 228, sec. 1, p. 440; am. 2000, ch. 17, sec. 1, p. 33.]



Teton County Building Official

Sept 8, 2015

TO: Board of County Commissioners
FROM: Tom Davis
SUBJECT: Fairgrounds Update

CROW'S NEST STAIRWAY and ARCHERY BACKSTOP:

I have provided Sargent Engineers with drawings of the Crow's Nest so that they can design the stairway to fit the building. I also gave them a conceptual drawing of the Archery Backstop. No action is needed until we receive the engineered design.

CHIMNEY REMOVAL:

The "scope of work" for the chimney removal was never defined and it involves more than was originally anticipated.

It includes:

- 1) Removal and disposal of the chimney cinder blocks.
- 2) Roof repair: Removal and disposal of 2 full length roof panels and their replacement.
- 3) Interior ceiling repair: Install a drywall patch, tape, texture to match existing, and paint.
- 4) Possible interior wall repair: Unknown until the chimney is removed.

Recommended Action:

Provide prospective bidders with a clearly defined scope of work and solicit a new bid.

WOOD STOVE:

I have learned that the wood stove is used occasionally.

Items for discussion:

- 1) Do we want to solicit a bid to install a new, code compliant metal chimney to the wood stove?

Mary Lou Hansen

From: Katie Salsbury [Katie@intermountainaquatics.com]
Sent: Thursday, August 27, 2015 03:09 PM
To: Mary Lou Hansen; Jenifer Shaum
Cc: patty petersen
Subject: Fair Board 2015 Budget
Attachments: BOCC_Maintenance Memo.pdf

Hi Mary Lou & Jenifer,

Patty and I met today to review our finances. As we had hoped, our revenue is currently up 178% and will likely be up almost 200% by the end of September. We are invoicing for the rodeo contract, barrel club and outstanding fair book ads in the next week and these should bring us to the 200% increase. Of course, with our increased revenue, we also have increased expenses as a result of losing Ben Eborn as our groundskeeper. We are about \$2,500 over in our budget right now and this number will increase by several thousand dollars by the end of September. These expenses will be offset by the increase in revenue.

I sent the attached memo to the commissioners in June. Can you let me know if I need to make a formal request to adjust our budget to cover these expenses with the additional revenue, or can we just go ahead and work with you to balance things out at the end of the FY?

Thanks for your input.

Katie Salsbury
Teton County, Idaho Fair Board
208-313-6930
katies@silverstar.com

9-9-15

The next page shows the budget changes I am proposing ... providing the Fair Board expenses for rest of FY will not exceed \$2.043.
-meh

"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."

EXHIBIT A - Resolution 2015-0928 Quarterly Budget Transfers Q4 FY 2015

Reason	Amount	Out of This Account	Description	Into This Account	Description	Date Discussed
Changes that increase a Total Fund Budget without increasing taxes & DO NOT require a Journal Entry to move cash balances. These amounts will be added to the end-of-year Budget Resolution.						
Use LHTAC grant for Fox Creek road reconstruction	83,600.00	n/a	Grant	86-2-523	Reconstruction	2014 budget
Use remaining cash for E5000S asphalt	33,500.00	n/a	Remaining Cash	33-00-521	Chip Seal	8/10/2015
Use remaining cash for repair of Ambulance #4	10,000.00	n/a	Remaining Cash	50-00-475	Ambulance Maint & Repair	8/10/2015
Use unanticipated Figure 8 revenue for Figure 8 expenses	1,900.00	n/a	Increased revenues	82-00-443	Figure 8 Expenses	9/14/2015
Use unanticipated Horse Pull revenue for Horse Pull expenses	2,000.00	n/a	Increased Revenues	82-00-510-01	Horse Pull Expenses	9/14/2015
Use unanticipated rental revenues for maintenance & repair expense	1,200.00	n/a	Increased revenues	82-00-489	Repairs/Maint: Buildings	9/14/2015
Use unanticipated rental revenues for maintenance & repair expense	4,300.00	n/a	Increased revenues	82-00-670	Contracts-Groundskeeper	9/14/2015
Changes that increase a Total Fund Budget without increasing taxes & DO require a Journal Entry to move cash balances. These amounts will be added to the end-of-year Budget Resolution.						
Use Remaining Cash for E5000S asphalt	232,220.00	n/a	Remaining Cash	02-00-521	Chip Seal	8/10/2015

Total proposed increase to FY2015 fair budget = \$9,400

REMAINING BUDGET DETAIL ANALYSIS

FISCAL YEAR 2015 AS OF 09/10/2015 FUND 0082 94% OF FISCAL YEAR ELAPSED

FUND 0082 FAIRGROUNDS & FAIR
-00 FAIRGROUNDS & FAIR

Acct No.	Account Description	Original Budget	Budget Changes	Budgeted Amount	Paid Claims	Unpaid Claims	Total Exp	Percent	Budget Balance
-----EXPENDITURES-----									
0431-0000	ALL TRAVEL & TRAINING EXPENSES			1,000.00	82.54		82.54	0.00%	(82.54)
0440-0000	SUPPLIES & FOOD CONCESSIONS	1,000.00		1,000.00	653.57		653.57	65.36%	346.43
0442-0000	RANCH RODEO EXPENSES	2,000.00		2,000.00	1,240.25		1,240.25	62.01%	759.75
0443-0000	FIGURE 8 EXPENSES	1,500.00		1,500.00	3,313.58	543.77	3,857.35	257.16%	(2,357.35)
0465-0000	ELEC, PROP, TRASH, LOOS, GAS	5,500.00		5,500.00	6,066.47		6,066.47	110.30%	(566.47)
0466-0000	UTILITIES- WATERASSESSMENT	400.00		400.00	370.00		370.00	92.50%	30.00
0489-0000	REPAIRS/MAINT: BUILDINGS	1,200.00		1,200.00	2,370.12	61.76	2,431.88	202.66%	(1,231.88)
0490-0000	REPAIRS/MAINT: OUTDOOR ARENA	1,800.00		3,966.00 C	961.77	698.15	1,659.92	41.85%	2,306.08
0491-0000	REPAIRS/MAINT: ROAD & PARKING	1,200.00		1,200.00	1,226.94	18.98	1,245.92	103.83%	(45.92)
0498-0000	REFUND DEPOSIT				2,250.00	1,000.00	3,250.00	0.00%	(3,250.00)
0510-0000	FAIR EXPENSES	13,000.00		13,000.00	10,497.73	1,420.84	11,918.57	91.68%	1,081.43
0510-0001	HORSE PULL EXPENSES	1,000.00		1,000.00	3,000.00		3,000.00	300.00%	(2,000.00)
		14,000.00		14,000.00	13,497.73	1,420.84	14,918.57	106.56%	(918.57)
0559-0000	MISC EXPENSES	500.00		500.00	658.37		658.37	131.67%	(158.37)
0559-0001	FAIR PETTY CASH			500.00			500.00	0.00%	(500.00)
		500.00		500.00	1,158.37		1,158.37	231.67%	(658.37)
0670-0000	CONTRACTS- GROUNDKEEPER	4,800.00		4,800.00	5,131.60	2,883.01	8,014.61	166.97%	(3,214.61)
Total 'B' Budget -- Expenses:		33,900.00	2,166.00	36,066.00	38,322.94	6,626.51	44,949.45	124.63%	(8,883.45)
0800-0000	CAPITAL IMPROVEMENT	5,000.00		5,000.00	3,159.91		3,159.91	63.20%	1,840.09
0899-0000	CAPITAL- EQUIPMENT			10,000.00 C	10,000.00		10,000.00	100.00%	
Total 'C' Budget -- Capital Outlay:		5,000.00	10,000.00	15,000.00	13,159.91		13,159.91	87.73%	1,840.09
		5,000.00	10,000.00	15,066.00	51,482.85	6,626.51	58,109.36	113.79%	(7,043.36)
DEPARTMENT TOTALS:									
Total 'A' Expenses -- Salaries:									
Total 'D' Expenses -- Benefits:									
Total 'B' Expenses -- Expenses:		33,900.00	2,166.00	36,066.00	38,322.94	6,626.51	44,949.45	124.63%	(8,883.45)
Total 'C' Expenses -- Capital Outlay:		5,000.00	10,000.00	15,000.00	13,159.91		13,159.91	87.73%	1,840.09
		38,900.00	12,166.00	51,066.00	51,482.85	6,626.51	58,109.36	113.79%	(7,043.36)
<p><i>proposed budget</i> <i>changes</i></p> <p><i>\$9,400 Total proposed increase</i></p> <p><i>+9,400.00</i></p> <p><i>\$2,043.36</i></p>									

0082 FAIRGROUNDS & FAIR: Revenue FY 2015 through 9-8-15

Account #	Description	Approved Budget	Amount received year-to-date	% received year-to-date	Amount remaining to receive
0350-0000	ELECTRICITY TOKENS	500.00	720	144%	(220.00)
0351-0000	SECURITY DEPOSITS	0.00	4,000		
0353-0002	RENTAL OF FACILITIES	3,500.00	7,249	207%	(3,748.66)
0360-0000	ALL REV FROM FRIDAY RODEO	2,000.00	0		2,000.00
0361-0000	FIGURE 8 REVENUE	1,000.00	6,524	652%	(5,524.00)
0362-0000	RANCH ROPING REVENUE	2,000.00	1,143	57%	857.00
0362-0001	RANCH ROPING CONCERT	0.00	0		0.00
0376-0000	LIVESTOCK SALE	0.00	0		0.00
0381-0000	FAIR REVENUE	4,000.00	1,309	33%	2,691.00
0381-0001	FAIR BOOK ADS	1,000.00	1,485	149%	(485.00)
0381-0002	FAIR BUCKLE SPONSORS	2,200.00	1,275	58%	925.00
0381-0003	FAIR HORSE PULL REVENUE	1,000.00	3,573	357%	(2,573.00)
0381-0004	FAIR BOOTHS	0.00	50		(50.00)
0381-0005	MISCELLANEOUS FAIR INCOME	500.00	890	178%	(389.56)
0381-0006	FAIR BOARD SPONSORS	0.00	0		0.00
0382-0000	DONATIONS	0.00	1,000		(1,000.00)
0384-0000	4-H SCHOLARSHIPS	0.00	0		0.00
0391-0000	MISCELLANEOUS REVENUES	0.00	927		(927.45)
0391-0001	PETTY CASH REIMBURSEMENT	0.00	1,500		(1,500.00)
0398-0000	TRANSFERS & ADJUSTMENTS	0.00	1,658		(1,658.00)
0399-0000	ALL REFUNDS	0.00	0		0.00
		17,700.00	33,303	188%	(15,602.67)
0351-0000	SECURITY DEPOSITS	0.00	4,000		
0391-0001	PETTY CASH REIMBURSEMENT	0.00	1,500		(1,500.00)
		17,700.00	27,803	157%	(10,102.67)

ANTICIPATED REVENUES:

2,150	Amount still due for Fair book Ads
2,700	Amount due from Rodeo Company
<u>\$32,653</u>	

This amount is about \$15,000 more than budgeted, of which at least \$9,400 has been spent, leaving \$5,600 for FY 2016.

FY2016 Budget

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

9-9-15 Katie will have several proposed changes to this budget. -mel

WORKSHEET FOR BUDGET YEAR 2016 BUDGET NUMBER 1 FUND 82 EXCLUDING INACTIVE ACCOUNTS

Fund: 0082 FAIRGROUNDS & FAIR
-00 FAIRGROUNDS & FAIR

94% OF FISCAL YEAR ELAPSED

Account Number	----- Fiscal Year 2013 -----		----- Fiscal Year 2014 -----		----- Fiscal Year 2015 -----		----- Fiscal Year 2016 Budget #1 -----	
	Budget	Actual	Budget	Actual	Budget Amount As of 09/08/2015	Department Request Amt	Budg Officer Request Amt	Approved Budget Amt
0402-0001	PART-TIME ADMINISTRATOR FAIRGR							
	COMMENT: 19HRSMWK @ \$16.59, OFF-SET BY REVENUE (WILL ALSO NEED COMPUTER, DESK, ETC)							
TOTAL 'A' SALARIES					17,254.00			16,500.00
0410-0000	RETIREMENT							
					17,254.00			16,500.00
0411-0000	SOCIAL SECURITY							
					1,953.00			
0416-0000	WORKMAN'S COMPENSATION INSUR.							
					1,320.00			1,300.00
TOTAL 'D' BENEFITS					700.00			700.00
0431-0000	ALL TRAVEL & TRAINING EXPENSES							
	100.00	290.80			82.54			500.00
0440-0000	SUPPLIES & FOOD CONCESSIONS							
	2,000.00		1,000.00		653.57	65%	1,050.00	1,050.00
0442-0000	RANCH RODEO EXPENSES							
			2,000.00	2,000.00	1,240.25	62%	2,000.00	2,000.00
0443-0000	FIGURE 8 EXPENSES							
			2,000.00	1,150.00	3,313.58	221%	1,500.00	1,500.00
0462-0000	AIR CARDS							
								540.00
0463-0000	CELL PHONE							
								300.00
0465-0000	ELEC, PROP, TRASH, LOOS, GAS							
	5,000.00	5,191.60	5,000.00	5,769.66	6,066.47	110%	6,875.00	6,875.00
0466-0000	UTILITIES- WATER ASSESSMENT							
	300.00	333.00	400.00	703.00	370.00	93%	420.00	420.00
0489-0000	REPAIRS/MAINT: BUILDINGS							
					2,370.12	198%	1,260.00	1,260.00

Fund: 0082 FAIRGROUNDS & FAIR -00 FAIRGROUNDS & FAIR

94% OF FISCAL YEAR ELAPSED

Account Number	----- Fiscal Year 2013 -----		----- Fiscal Year 2014 -----		----- Fiscal Year 2015 -----		----- Fiscal Year 2016 Budget #1 -----		
	Budget	Actual	Budget	Actual	Budget Amount	As of 09/08/2015	Department Request Amt	Budg Officer Request Amt	Approved Budget Amt
0490-0000	3,500.00	3,495.45	4,500.00	2,561.42	3,966.00	961.77	1,890.00	1,890.00	1,890.00
0491-0000	65.00	65.00		1,829.94	1,200.00	1,226.94	1,260.00	1,260.00	1,260.00
0498-0000									
						2,250.00			
0510-0000	11,500.00	12,243.52	12,500.00	11,453.12	13,000.00	10,497.73	13,650.00	13,650.00	13,650.00
0510-0001					1,000.00	3,000.00	1,000.00	1,000.00	1,000.00
0522-0000									
0559-0000	500.00	110.99	500.00	575.81	500.00	658.37	525.00	525.00	525.00
0559-0001									
0670-0000	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	5,131.60	5,040.00	5,040.00	5,040.00
TOTAL 'B' EXPENSES	27,700.00	26,530.36	32,700.00	32,842.96	36,066.00	38,322.94	42,220.00	43,060.00	43,060.00
0800-0000	5,000.00	4,961.77	76,957.56	76,697.56	5,000.00	3,159.91	25,000.00	30,000.00	30,000.00
0899-0000			3,000.00	437.00	10,000.00	10,000.00			
TOTAL 'C' CAPITAL OUTLAY	5,000.00	4,961.77	79,957.56	77,134.56	15,000.00	13,159.91	25,000.00	30,000.00	30,000.00
DEPT TOTALS	32,700.00	31,492.13	112,657.56	109,977.52	51,066.00	51,482.85	88,447.00	91,560.00	91,560.00

WORKSHEET FOR BUDGET YEAR 2016 BUDGET NUMBER 1 FUND 82
EXCLUDING INACTIVE ACCOUNTS

	Officer	Commissioner	Commissioner	Commissioner	Commissioner	Commissioner
FUND TOTALS	32,700.00	31,492.13	112,657.56	109,977.52	51,066.00	91,560.00
GRAND TOTALS	32,700.00	31,492.13	112,657.56	109,977.52	51,066.00	91,560.00

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

Mary Lou Hansen

Subject: FW: Fair Board Administrator / Fair Grounds Coordinator Position

From: Katie Salsbury [mailto:katies@silverstar.com]

Sent: Thursday, August 27, 2015 11:23 AM

To: Mary Lou Hansen; 'patty petersen'

Subject: RE: Fair Board Administrator / Fair Grounds Coordinator Position

Hi Mary Lou,

Can you or Jennifer help us advertise for the fair board position? I don't know our next steps to get someone in place in October.

Thanks,

Katie Salsbury
Teton County, Idaho Fair Board
208-313-6930
katies@silverstar.com

9-9-15
Board: Please review +
accept this job description +
confirm that it's ok to begin
process to fill position.
- mel

"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."

From: Mary Lou Hansen [mailto:mlhansen@co.teton.id.us]

Sent: Friday, May 29, 2015 11:55 AM

To: Katie Salsbury; patty petersen

Subject: FW: Fair Board Administrator / Fair Grounds Coordinator Position

We certainly got a quick response on this request! I think Bonnie's rationale for a pay level 6 instead of pay level 7 makes sense.

Mary Lou Hansen



Teton County Clerk
150 Courthouse Drive #208
Driggs, ID 83422
mlhansen@co.teton.id.us
208-354-8771
FAX: 354-8410

From: Bonnie Brazier [mailto:bdbrazier@msn.com]

Sent: Friday, May 29, 2015 11:45 AM



Hiring New Employees

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

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



Hiring Range: \$16.60 - 17.56
FY 2016 Budget includes \$16,500.-
19 hrs/week @ \$16.60 -
NO PERSI OR MEDICAL

**Class Title: Fair Board Administrator/Fairgrounds
Coordinator**

Pay Grade: 6

FLSA Designation: Covered

Established: 5-2015

Revised:

Class Summary/Primary Function

The principal function of an employee in this class is to plan, organize, coordinate and direct the use of the Teton County Fairgrounds and the Teton Valley Fair. This position will work directly with the Teton County Fair Board to produce an exceptional county fair, administer the year round use of the fairgrounds, and bring the community together to preserve and promote our western heritage and rural traditions. They will be responsible for insreasing revenue at the fair grounds through rentals and advertising; grant writing for capital improvement projects; and overseeing day to day operations. The work is performed under the general direction of the Public Works Director and the Teton County Fair Board. Considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an office and outdoor environment. An employee in this class may be required to work evenings.

Essential Duties and Responsibilities (will vary by assignment)

- Manage the fairgrounds and facilities year-round, including rentals, scheduling, maintenance, and capital improvements as directed by fair board;
- Manage Teton Valley fair development and production including: scheduling, entertainment, home arts, vendors, venue set-up, etc. as needed;
- Serve as primary liaison between fair board and subcontractors, government officials, volunteers, local businesses, and community organizations;
- Serve as primary employee welcoming visitors, answering questions and resolving issues at the fairgrounds;
- Work with the fair board to develop and implement the annual operating budget for the fairgrounds and the Teton Valley Fair
- Maintain records, conduct research, make recommendations, and create reports for the fair board on issues as they arise;
- Setup fair board meeting essentials including agenda; attend all fair board meetings; take and distribute minutes;
- Coordinate prompt payment of all accounts payable and payroll with approval of fair board;
- Track revenue and expenses and insure that the fair board operates within its budget;
- Manage design and implementation of marketing, media relations, and public relations campaigns including a website, printed material development, radio, television and newspaper advertising, media relations, and promotions;
- Perform public relations functions to facilities and programs and educates the public on issues relative to the fairgrounds;

- Research and write grants, and develop, implement, and manage fundraising /sponsorship efforts maintaining sponsor relations;
- Administer grant funds, monitor budget, approve payments, implement cost saving measures, monitor and administer the financial record;
- Prepare reports for the County Commissioners;
- Respond to and resolve complaints and concerns from citizens about programs, facilities, and policies; develop effective solutions; keep all parties informed;
- Perform all work duties and activities in accordance with County policies, Fair Board policies, procedures, and safety practices.

Other Duties and Responsibilities:

- Regularly reviews publications, memos and/or directives to become and remain current on the principles, practices and new developments in assigned work areas;
- Coordinate volunteer equipment operators and groom arenas as needed;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Principles and practices of Fairgrounds Management;
- Local government operations, policies, procedures, departmental relationships and politics;
- Research, writing and presentation skills;
- Effective public presentation and public relations skills;
- Operation of standard office equipment, including a personal computer;
- Job-related software applications, including, but not limited to, Microsoft Office;
- Customer service procedures and techniques;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to the functions of the position;
- Interpret and clearly explain Fair Board functions, policies, and procedures;
- Prepare, review, and maintain accurate and reliable files, records, reports, databases, presentations, regulatory documents, and correspondence, determining content and follow-up, if required;
- Represent the County and negotiate outcomes desirable to the County;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials, non-profits and the public;
- Prepare accurate, complete and reliable reports, presentations and regulatory documents;
- Identify specific requirements for various situations related to facility management;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Develop creative and effective resolutions to simple and complex problems;
- Assist with determining priorities and making work assignments, follow-up to ensure desired results, and document actions;

- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training:

- Bachelor's degree in business, communications or closely related field; and
- One (1) year of experience in local government recreation and/or fairground management; or
- One (1) year Bookkeeping experience;
- Arena grooming experience preferred; or
- Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment; motor vehicles, and arena grooming equipment
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs.; to work in an office environment; and to maneuver around construction or field sites;
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, climbing, stairs, sitting, lifting, stooping, squatting, kneeling, bending, crouching.