

STATE OF IDAHO)
 : ss. Monday, July 18, 2022
County of Bingham)

THE BOARD OF BINGHAM COUNTY COMMISSIONERS MET IN REGULAR SESSION. The following matters were considered:

Present: Chairman Manwaring
 Commissioner Bair
 Commissioner Lewis
 Lindsey Dalley- Commission Clerk

APPROVAL OF COMMISSIONER MINUTES FROM MAY 16-31, 2022

The Board met to approve Commissioner Minutes from May 16-31, 2022.

Decision: Commissioner Lewis moved to approve Commissioner Minutes from May 16-31, 2022. Commissioner Bair seconded. All voted in favor. The motion carried.

CONTINUANCE: DECISION REGARDING RECLASSIFICATION OF POSITIONS WITHIN THE PLANNING & DEVELOPMENT DIVISION- REQUESTED BY TIFFANY OLSEN

Present: Tiffany Olsen- Planning & Development Director
 John Dewey- Human Resources Director

The Board met with Tiffany Olsen to continue discussion and decision regarding reclassification of positions within the Planning & Development Division. Chairman Manwaring welcomed all to the meeting and turned the time over to Director Olsen.

Director Olsen stated as discussed previously, she had proposed an N24 for the Assistant Director and after review by Human Resources, an N22 was suggested. In conversation during the last meeting Director Olsen stated knowing that this employee is currently at a Step 3 and would be moving to a Step 4. This specific employee needs to be at a higher wage than the newly hired Planner.

Chairman Manwaring stated he would be in favor of an N23, Step 4 (\$24.08), to which Commissioner Bair and Commissioner Lewis agreed.

Decision: Commissioner Bair moved to approve staff to work with Human Resources to write a new job description for a new Assistant Director/Head Planner position at N23, Step 4. This is upon the Board's approval of this job description. Commissioner Lewis seconded. All voted in favor. The motion carried.

Next, Director Olsen gave a brief synopsis of the proposal for the Building Inspector position, wherein she explained the current wage is an N20, Step 3. The position is going to increase in August to a N20, Step 4 (\$22.05). She is recommending a merit based increase to an N22, Step 4, as she believes that it would be important for the individual in this position to study for the Commercial License Certification. He has interest in doing so but it is a hard test to pass and therefore, she would be comfortable going to an N21, Step 4 (\$22.70) but have it built in once he receives his commercial, he would receive a one-grade increase. Legal Counsel added that he does not have a recommendation on this matter.

Decision: Commissioner Lewis moved to increase the salary for the Building Inspector to N21, Step 4 based upon merit with the option to move to N22 once his Commercial License is obtained. Commissioner Bair seconded. All voted in favor. The motion carried.

CLAIMS

Claims were approved in the amount of \$635,909.78

CASH WARRANTS

Cash Warrants were approved in the amount of \$32,255.14.

PERSONNEL ACTION FORMS

The Board met to approve Personnel Action Forms, which were as follows:

Salary Increase Form:	Permit Technician
New Employee Status Sheet:	Deputy Coroner
	Road Side Mower
	Road Side Mower

Decision: Commissioner Bair moved to approve Cash Warrants, Claims, Administrative Forms and Personnel Action Forms. Commissioner Lewis seconded. All voted in favor. The motion carried.

APPROVAL OF RESOLUTION 2022-26, A RESOLUTION DECLARING CERTAIN BINGHAM COUNTY PROPERTY NO LONGER NECESSARY FOR USE IN BINGHAM COUNTY & APPROVAL OF MINIMUM BIDS FOR AUCTION

Present: Paul Rogers- Prosecuting Attorney
John Dewey- County Legal Counsel
Pamela Eckhardt- County Clerk
Tiffany Olsen- Planning & Development Director
Gwen Inskeep- County Surveyor

The Board met to set the minimum bids for properties to be sold at auction on August 15, 2022 and approve Resolution 2022-26, a Resolution declaring Bingham County Property no longer necessary for use in Bingham County. Chairman Manwaring welcomed all to the meeting.

Minimum Bids were set as follows:

Tax Deed Property	
RP06355500:	Connie Martin Property \$1,134.73 starting bid
RP4015901:	Eric Chacon Property \$1,743.02 starting bid
Bingham County Property	
RP0019313	Atomic City Properties \$20,000.00 starting bid
2.61 acres	McDonaldville Property \$2,500.00 starting bid including 5 water shares

Decision: Commissioner Lewis moved to approve the minimum bids as presented. Commissioner Bair seconded. All voted in favor. the motion carried.

Decision: Commissioner Bair moved to approve Bingham County Resolution 2022-26, a Resolution declaring certain Bingham County property, no longer necessary for use in Bingham County, specifically for property to be sold at auction. Commissioner Lewis seconded. All voted in favor. the motion carried and said resolution was approved as follows:

**BINGHAM COUNTY
RESOLUTION NO. 2022-26**

**A FORMAL RESOLUTION DECLARING CERTAIN BINGHAM COUNTY PROPERTY
NOT NECESSARY FOR USE IN BINGHAM COUNTY, IDAHO.**

WHEREAS, The Bingham County Commissioners have the authority to manage county property, (Idaho Code §31-807);

THEREFORE BE IT HEREBY RESOLVED, by the Board of County Commissioners, Bingham County, Idaho, that the following items may be sold as excess property:

<u>SALE</u>				
<u>LOT</u>	<u>PARCEL #</u>	<u>FORMER OWNER</u>	<u>LEGAL DESCRIPTION</u>	<u>ADDRESS</u>
			REDEEMED	
1	RP0636500	Connie L Martin C/O Heidi Pickins	T4S R35E SEC 29 Reservation (See Exhibit "A" available in the County Clerk's Office in the Bingham County Courthouse)	Blackfoot, Idaho
2	RP4015901	Eric Chacon	T1S R36E SEC 25 Firth (See Exhibit "A" available in the County Clerk's Office in the Bingham County Courthouse)	593 E. River Road Firth, Idaho 83236
3	RP0019313	Atomic City- Well #2	T1N R31E SEC 03 T-6726 Commercial	Atomic City, Idaho
	RP6001402 RP6001502 RP6001902 RP6002100	Atomic City- Municipal Public Water System for the former Atomic City	T1N R31E SEC 03 Atomic City BLK 3 Lots 27-36	Atomic City, Idaho
4	2.61 Acres- Instrument No. 743680	McDonaldville	Part of the South 1/2 Northeast 1/4 Section 8 Township 2 South Range 35 East Boise Meridian, Bingham County, Idaho more. (See full legal description in the	Blackfoot, Idaho

Resolution 2022-26- Surplus Property

			County Clerk's Office in the Bingham County Courthouse)	
--	--	--	--	--



ATTEST:


Pamela W. Eckhardt
Bingham County Clerk

BINGHAM COUNTY COMMISSION


Whitney Manwaring, Chairman


Mark R. Bair, Commissioner


Jessica Lewis, Commissioner

PROSECUTOR'S OFFICE BUDGET DISCUSSION

Present: Paul Rogers- Prosecuting Attorney
Pamela Eckhardt- County Clerk
Gina Perschon- County Auditor

The Board met with Paul Rogers to discuss the proposed budget for Fiscal Year 2022-2023 for the Prosecutors Office.

PARKS & RECREATION/EMERGENCY MANAGEMENT BUDGET DISCUSSION

Present: Scott Reese- Parks & Recreation/Emergency Management Director
Leigh Ann Davis- Parks & Recreation
Pamela Eckhardt- County Clerk
Gina Perschon- County Auditor

The Board met with Scott Reese to discuss the proposed budget for Fiscal year 2022-2023 for the Parks & Recreation/Emergency Management Department.

ELECTION DEPARTMENT BUDGET DISCUSSION

Present: Danette Miller- Election Director
Pamela Eckhardt- County Clerk
Gina Perschon- County Auditor

The Board met with Danette Miller to discuss the proposed budget for Fiscal Year 2022-2023 for the Election Department.

EXECUTIVE SESSION

The Board held an Executive Session pursuant to Idaho Code §74-206(1)(j), to consider labor contract matters authorized under Section 74-206(1)(a)&(b). Commissioner Lewis moved to go into Executive Session pursuant to Idaho Code §74-206(1)(j), to consider labor contract matters. Commissioner Bair seconded. All voted in favor. The Board moved into Executive Session at 11:52 a.m. Commissioner Lewis moved to go out of Executive Session. Commissioner Bair seconded. All voted in favor. The Board moved out of Executive Session at 12:08 p.m.

Decision: Commissioner Lewis moved to award a Felony Public Defender Contract for 1/3 of felony cases to Murdoch Law Office and award the additional Conflict Attorney Contract to Jeremy Brown. Commissioner Bair seconded. All voted in favor. The motion carried.

MEETING WITH PAMELA ECKHARDT- COUNTY CLERK TO DISCUSS THE BUDGET FOR CLERK'S OFFICE, COMMISSIONERS OFFICE, HISTORICAL SOCIETY AND PUBLIC DEFENDERS.

Present: Pamela Eckhardt- County Clerk
Lynette George- Chief Deputy Clerk
Gina Perschon- County Auditor

The Board met with Pamela Eckhardt to discuss the proposed budget for the Clerk's Office, Commissioners Office, Historical Society and Public Defenders Budget for Fiscal Year 2022-2023.

BOARD OF EQUALIZATION PROCESS DISCUSSION

Present: Debbie Cunningham- Appraisal Supervisor
Shelli Conn- Appraiser
Becca Goodwin- Appraiser
Danielle Wootton- Appraiser
John Dewey- County Legal Counsel

The Board met with employees of the Appraisal Department to discuss the Board of Equalization Process and possible changes to be made to the process for next year. Chairman Manwaring welcomed all to the meeting and turned the time over to Ms. Cunningham.

Ms. Cunningham stated she thought it would be beneficial to hold a meeting to evaluate how the Board of Equalization process occurred this year. She stated she believes this year went extremely well. The only suggestion she would bring to the Board is increasing the amount of time given for testimony, especially for the Appellant. She would recommend 5 minutes for testimony, wherein the Board agreed and that change would be made for future Board of Equalization Appeal Hearings.


Next, discussion was held in regards to the required time to submit exhibits or supporting documentation, prior to the Appeal Hearing. Currently the required time is 5 days prior to the Appeal Hearing and it was recommended that be changed to 3 days prior to the Hearing. Commissioner Lewis stated the time requirement of 5 days is hard especially for commercial properties. All Commissioners were in agreement and this change would be made for future Appeal Hearings.

The Commissioners asked Ms. Cunningham if a copy of the corrected assessment, if any, that were sent out could be included in the information for any commercial property. Ms. Cunningham stated she would pass this information on to Mr. Gary Shewey.

Commissioner Bair stated he would like to show is appreciation for the hard work from the Appraisal Department and the hearings went smoothly.

THE MOTION PASSED TO DISMISS UNTIL WEDNESDAY JULY 20, 2022


PAMELA W. ECKHARDT, CLERK
Lindsey Dalley- Commission Clerk-----


WHITNEY MANWARING, CHAIRMAN

STATE OF IDAHO)
: ss. Wednesday, July 20, 2022
County of Bingham)

THE BOARD OF BINGHAM COUNTY COMMISSIONERS MET IN REGULAR SESSION. The following matters were considered:

Present: Chairman Manwaring
Commissioner Lewis
Lindsey Dalley- Commission Clerk
Excused: Commissioner Bair

COLLEGE OF SOUTHERN IDAHO

A Certificate of Residency was approved by the Board and sent to the College of Southern Idaho for the following Bingham County Resident: Alauna S. Ostberg.

Decision: Commissioner Lewis moved to approve Cash Warrants, Claims & Administrative Documents. Chairman Manwaring seconded. Both voted in favor. The motion carried.

ORDINANCE 2022-11

Present: Tiffany Olsen- Planning & Development Director
Gwen Inskeep- County Surveyor

The Board met to approve Bingham County Ordinance 2022-11, an Ordinance amending the Zoning Designation from "A" Agriculture to "R/A" Residential/Agriculture and the Comprehensive Plan Map Amendment to Residential/Residential Agriculture on approximately 18.83 acres submitted by Gale Lim Construction LLC and Rod Albertson.

Decision: This decision was continued until July 26, 2022, in order for the Appeal Period of 14 days on the Reason & Decision could lapse.

SHERIFF'S OFFICE

Present: Jeff Gardner- Chief Deputy Sheriff
Stacie Salazar- Chief Deputy Coroner

The Board met to discuss updates within the Sheriff's Office and other agenda items. Chairman Manwaring welcomed all to the meeting and turned the time over to Chief Deputy Sheriff.

Jail population is currently 127 with 2 inmates being house in Jefferson County.

Next, Chief Deputy Gardner explained the Coroner's Office and the vehicle they will be using. Chairman Manwaring stated a pickup was ordered previously but in comparing the cost, discussion was held wherein Chief Deputy Gardner suggested a vehicle that the Sheriff's Office has that could be of use to the Coroner's Office. Chief Deputy Gardner stated they have ordered a new Animal Patrol pickup but need to install lights. Once that is completed, they will be able to transfer that pickup to the Coroner's Office if decided.

Decision: Commissioner Lewis moved to allow the Sheriff's Office to donate their 2018 Dodge Animal Control pickup to the Coroner's Office for their use. In addition, allow the Marine Patrol pickup to be used by the Coroner's Office as needed to haul the mobile morgue trailer. The Rav 4 currently being used by the Coroner's Office will be returned to Bancorp once the Sheriff's Office gets their new Animal Control vehicle. Chairman Manwaring seconded. Both voted in favor. The motion carried.

PUBLIC WORKS/EXECUTIVE SESSION

Present: Troy Lenhart- Road & Bridge Supervisor
John Dewey- County Legal Counsel
Dusty Whited- Public Works Director

The Board met with Dusty Whited to discuss department updates and other agenda items. Chairman Manwaring welcomed all to the meeting and turned the time over to Mr. Whited.

The Board met to hold an Executive Session pursuant to Idaho Code §74-206(1)(a)&(b), to consider

personnel matters. Commissioner Lewis moved to go into Executive Session pursuant to Idaho Code §74-206(1)(a)&(b), to consider personnel matters. Chairman Manwaring seconded. All voted in favor. The Board moved into Executive Session at 9:04 a.m. Commissioner Lewis moved to go out of Executive Session. Chairman Manwaring seconded. All voted in favor. The Board moved out of Executive Session at 9:10 a.m.

Decision: Commissioner Lewis moved to increase the pay for a Seasonal Mower to \$20.00 per hour, to match the new hire pay for this position. Chairman Manwaring seconded. Both voted in favor. The motion carried.

Next, Mr. Whited explained a letter in which he had received from the Aberdeen Springfield Canal Company on the McDonaldville property, which discusses the water reserves, the amount of water and that they are going to be sending weekly notifications on how much water is being used. If allocation is met, water will be stopped. Mr. Whited stated he spoke with the Aberdeen Springfield Canal Company and if the Board wishes, the weekly notification regarding water use could be sent directly to Mr. Harper, who is renting the property, in order to keep communication clear.

Mr. Whited stated he would work with the Aberdeen Springfield Canal Company to ensure that notice is sent directly to Mr. Harper.

Next, Mr. Whited explained a letter received from the Idaho Department of Water Resources stating the County has two wells that are not metered, which will need to be corrected. One being at Sportsman's Park and the other being at the Hillman Tree Farm. In speaking with Scott Reese, the well at Sportsman's Park has since been metered by Pumpco for \$4,500.00. After discussion, the Board directed Mr. Whited to contact Pumpco to have the well at the Hillman Tree Farm metered. Mr. Whited stated he would need to look at the budget to see where this cost could be deducted.

Discussion was held in regards to the HB0772 funding and a commitment list provided by Mr. Whited. He explained it is important to use this funding for one time usage to not be behind in the future. A breakdown of usage of said funding is as follows:

One Time Surplus Money	\$1,931,715.00
Liberty Overlay Asphalt	\$1,024,000.00
Tach Oil	\$21,000.00
Equipment Rental	\$12,000.00
Total:	\$874,715.00
150 M AWD Grader	\$390,324.00
2 Henderson Snow Plows	\$30,974.00
Shop Lifts	\$56,000.00
Total:	\$397,471.00
Bridge Study	\$42,140.00
3 Year Striping	\$40,000.00
Total:	\$315,277.00
2023 Kenworth T880 Dump Truck	\$199,528.00
Snow Plow Edges	\$88,000.00
Total Remaining:	\$27,749.00

Decision: Commissioner Lewis moved to approve the purchase of 50 snow plow edges for trucks for \$88,000.00 to be paid for with HB0772 funds and allow the remaining amount to be added to

next years budget with intent of purchasing a 2023 Kenworth T880 Dump Truck. Chairman Manwaring seconded. Both voted in favor. The motion carried.

Next, Mr. Whited stated that a Solid Waste Credit Application was submitted by the Idaho Transportation Department Division of Highways District 5, for a no limit credit.

Decision: Commissioner Lewis moved to approve the Solid Waste Credit Application for the Idaho Transportation Department Division of Highway District 5. Chairman Manwaring seconded. Both voted in favor. The motion carried.

DECISION REGARDING MINIMUM BID FOR TAX DEED PROPERTIES TO BE AUCTIONED

Present: John Dewey- County Legal Counsel
Tiffany Olsen- Planning & Development Director
Gwen Inskeep- County Surveyor
Pamela Eckhardt- County Clerk

The Board met to make a decision regarding minimum bid for the tax deed properties to be sold at Auction on August 15, 2022. Chairman Manwaring welcomed all to the meeting and explained the minimum bid is made solely on the past taxes owed, publication/ mailing costs and interest which will occur. Said minimum bids will be shown on the notice to be mailed and published in the Bingham News Chronicle.

Decision: Commissioner Lewis moved to set the minimum bid for RP4015901 at \$1,412.80 and the minimum bid for RP0635500 at \$2,162.00. These amounts will include the tax balance owed, interest through August 15, 2022, the publication fee and recording fee. Chairman Manwaring seconded. Both voted in favor. The motion carried.

HUMAN RESOURCES BUDGET DISCUSSION

Present: John Dewey- Human Resources Director
Pamela Eckhardt- County Clerk
Gina Perschon- County Auditor

The Board met with John Dewey to discuss the proposed budget for Fiscal Year 2022-2023 for the Human Resources Department.

DISCUSSION & DECISION REGARDING EMPLOYEE HANDBOOK POLICY 17.8 SEPERATION OF EMPLOYMENT/CHANGE IN ASSIGNMENT- PRESENTED BY CHIEF DEPUTY SHERIFF JEFF GARDNER

Present: Jeff Gardner- Chief Deputy Sheriff
Bryan Jorgensen- Sheriff's Office Lieutenant
Laraine Pope- Human Resources
John Dewey- Human Resources Director

The Board met to discuss Section 17.8 of the Bingham County Employee Handbook, separation of employment/change in assignment. Chairman Manwaring welcomed all to the meeting and turned the time over to Chief Deputy Sheriff Jeff Gardner.

Chief Deputy Gardner explained that the Sheriff's Office has several employees that have retired and there was a change within the Employee Handbook they were not aware of. He would ask the Board for clarification as to the intent of the policy change and his proposal to change the policy. He further explained that the current policy 17.8 states, "Those employees eligible to retire (via the rule of 80 or 90 per PERSI, or per the Social Security Administration's full retirement age) from the County will be paid out 80 hours or 1/3 of all accrued PTO, whichever is less, as long as they have a minimum of three years of

service with the County. He would propose to strike out the "80 Hours" and the "whichever is less" and change that to 1/3 of all accrued PTO.

John Dewey explained the process was followed in changing the policy as it has the language of, "80 hours or one-third of all accrued PTO, whichever is greater". The effect of that policy is if an employee had fewer than 80 hours of PTO time, by policy, the County was obligated to give that employee 80 hours of PTO payout when they retired, which was more hours than what was earned. The solution was to change the wording to read "whichever is less", which creates a situation where there is a ceiling of 80 hours is given for employees who are separating at a rule of 80 or 90. In speaking with Chief Deputy Gardner, his proposal was to remove the 80 hours and remove the language stating, "whichever is less", leaving 1/3 of PTO to be paid out.

Chief Deputy Gardner reiterated that it is the department heads responsibility to encourage employees to use paid time off but at the same time, it is a smart thing to carry in case of an emergency. Chairman Manwaring stated he does not have an issue with the proposal put forth by Chief Deputy Gardner and it comes down to the employee managing their paid time off hours.

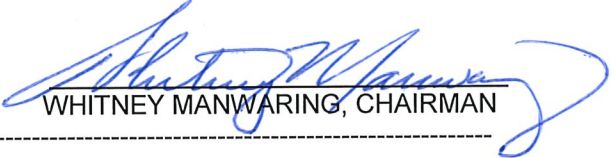
Decision: The Board had no issues with the proposal made by Chief Deputy Gardner for one specific Sheriff's Office employee currently retiring.

This matter will also be taken before the Personnel Board for further discussion and final decision to be amended within the Employee Handbook.

THE MOTION PASSED TO DISMISS UNTIL THURSDAY JULY 21, 2022



PAMELA W. ECKHARDT, CLERK
Lindsey Dalley- Commission Clerk-----



WHITNEY MANWARING, CHAIRMAN

STATE OF IDAHO)
 : ss. Thursday, July 21, 2022
County of Bingham)

THE BOARD OF BINGHAM COUNTY COMMISSIONERS MET IN REGULAR SESSION. The following matters were considered:

- Present: Chairman Manwaring
- Commissioner Lewis
- Lindsey Dalley- Commission Clerk
- Excused: Commissioner Bair

DECISION REGARDING FINAL PLAT FOR BUTLER FAMILY ESTATES

Present: Tiffany Olsen- Planning & Development Director

The Board met to approve the Final Plat for Butler Family Estates.

Decision: The Board had no issues and Chairman Manwaring signed the Final Plat at this time.

MEETING TO RECEIVE THE PLANNING & ZONING COMMISSION'S RECOMMENDATION TO APPROVE THE 1ST AMENDED STONE RIVER ESTATES

- Present: Addie Jo Harris- Planner
- Chris Street- HLE

The Board met to receive the Planning & Zoning Commission's recommendation to approve the 1st Amended Stone River Estates. Chairman Manwaring welcomed all to the meeting, introductions were held and the time was turned over to Ms. Harris.

After review of all content provided and presentation of the Staff Report by Addie Jo Harris, which included the request was for a lot line adjustment between two parcels in the Stone River Estates Subdivision; a brief discussion was held in regards to testimony presented during the Commissions Public Hearing from Blake Jolley, Connect Engineering, wherein he stated the location of a lath was thought to be the property corner which was inaccurate and a structure was constructed. Once the correct property corner pin was located, it was realized the accessory structure has been built too close to the lot line necessitating a lot line adjustment, which requires a Replat pursuant to Bingham County Code.

Ms. Harris further explained that the Applicant's started to install a fence and found the proper corner pin, realizing they had gone off the lath that was not accurate previously.

There were no further concerns or deliberation at this time.

Decision: Commissioner Lewis moved to uphold the recommendation made by the Planning & Zoning Commission to approve the request by Curtis Carpenter and Austin Jacobs for a 2-Lot Replat, to be known as the 1st Amended Stone River Estates Subdivision, based upon the information provided today and the Reason & Decision of the Planning & Zoning Commission. Chairman Manwaring seconded. Both Commissioners voted in favor. Commissioner Bair was not present for this meeting. The motion carried.

Request for Reconsideration/Judicial Review: Upon denial or approval of a zone change, with adverse conditions, pursuant to Idaho Code Section 67-6535(2)(b), the Applicant or affected person seeking Judicial Review of compliance with the provisions of this section must first seek reconsideration of the final decision within fourteen (14) days. Such written request must identify specific deficiencies in the decision for which reconsideration is sought.

Regulatory Takings: Additionally, the Applicant may request a regulatory takings analysis as per Idaho Code Section 67-8003. An affected person aggrieved by a final decision concerning matters identified in Section 67-6521(1)(a), Idaho Code may within twenty-eight (28) days after all remedies have been exhausted under local ordinance, seek Judicial Review as provided by Chapter 52, Title 67, Idaho Code.

THE MOTION PASSED TO DISMISS UNTIL FRIDAY JULY 22, 2022


PAMELA W. ECKHARDT, CLERK
Lindsey Dalley- Commission Clerk-----


WHITNEY MANWARING, CHAIRMAN

STATE OF IDAHO)
 : ss. Friday, July 22, 2022
County of Bingham)

THE BOARD OF BINGHAM COUNTY COMMISSIONERS MET IN REGULAR SESSION. The following matters were considered:

Present: Chairman Manwaring
 Commissioner Lewis
 Lindsey Dalley- Commission Clerk
Excused: Commissioner Bair

CLAIMS

Claims were approved in the amount of \$239,850.86.

PERSONNEL ACTION FORMS

The Board approved Personnel Action Forms, which were as follows:



Employee Status Sheet:	Roadside Mower
	Detention Deputy
	Trainee Appraiser

COLLEGE OF EASTERN IDAHO

A Certificate of Residency was approved by the Board and sent to the College of Eastern Idaho for the following Bingham County student: Courtnee B. Smith.

Decision: Commissioner Lewis moved to approve Cash Warrants, Claims, Administrative Documents and Personnel Action Forms we presented. Chairman Manwaring seconded. Both voted in favor. The motion carried.

THE MOTION PASSED TO DISMISS UNTIL TUESDAY JULY 26, 2022

	
PAMELA W. ECKHARDT, CLERK Lindsey Dalley- Commission Clerk-----	WHITNEY MANWARING, CHAIRMAN

STATE OF IDAHO)
 : ss. Tuesday, July 26, 2022
 County of Bingham)

THE BOARD OF BINGHAM COUNTY COMMISSIONERS MET IN REGULAR SESSION. The following matters were considered:

Present: Chairman Manwaring
 Commissioner Bair
 Commissioner Lewis
 Lindsey Dalley- Commission Clerk

RESOLUTION 2022-28

The Board met to approve Bingham County Resolution 2022-28, a resolution regarding the destruction of County records maintained by County departments, for several offices within the County.

Decision: Commissioner Lewis moved to approve Bingham County Resolution 2022-28, a resolution regarding the destruction of County records maintained by County departments. Chairman Manwaring seconded. Both voted in favor. The motion carried and said resolution was approved as follows:

BINGHAM COUNTY RESOLUTION 2022-28

RESOLUTION REGARDING THE DESTRUCTION OF COUNTY RECORDS MAINTAINED
BY COUNTY DEPARTMENTS

WHEREAS the Bingham County Clerk has requested permission to destroy certain records stored and maintained by Bingham County, and

WHEREAS Idaho Code §31-871 empowers the Board of County Commissioners with the responsibility for classifying records for purposes of retention and destruction; and

WHEREAS the Bingham County Clerk has represented that the records for which destruction is sought pertain to matters which have been concluded for the designated period of time allowed in the above-referenced section of the Idaho Code; and

WHEREAS none of the records for which destruction is requested are those required to be kept by the County permanently and indefinitely pursuant to I.C. §31-709;

THEREFORE, it is hereby resolved:

That the following Clerk/Auditor records are classified as "Semi-Permanent" as defined in Idaho Code §31-871(b)

- Claims Reports FY 2010-2016
- County Cancelled Checks FY 2002-2006
- Sales Tax Apportionment Reports FY 2004-2015
- Alcohol License Certificates Year 2016
- Claims Supporting Documents FY 2010-2015
- Gem Plan Billing Reports Year 2008
- Taxing District Remittance Reports FY 2006-2016
- Journal Entries/ Vouchers FY 2010-2016
- Auditor Certificates FY 2010-2016
- Jury Reports Year 2017
- Jury Qualification Forms Years 2002, 2017-2018
- Payroll Registers Years 1965-1984, 1991-2014

That the following District Court records are classified as "Semi-Permanent" as defined in Idaho Code §31-871(b)

- ISTARS Financial Reports FY 2003-2013
- Credit Card Receipts Years 2006-2015
- Bonds & Court Receipts FY 2010-2013
- Order of Warrants Restitution Years 1988-1989, 1996-1998
- Electronic Monitor Files Years 1994, 1999, 2000, 2001
- Jury Payment Records FY 2000-2003
- Tax Intercept Reports FY 2012

That the following Human Resources records are classified as "Semi-Permanent" as defined in Idaho Code §31-871(b)

Terminated Employees Files Years 1997-1999, 2000-2002, 2004-2011
Job Postings Years 2007-2008, 2010-2011, 2015, 2017-2019

That the following Prosecutor's Office records are classified as "Semi-Permanent" as defined in Idaho Code §31-871(b)

Claims & Time Sheets FY 2010-2016

That the following Sheriff's Office records are classified as "Semi-Permanent" as defined in Idaho Code §31-871(b)

Garnishment Reports Years 1999-2006
Vehicle Inventory Reports Years 2002-2003

Furthermore, such records may now be destroyed.


Dated this July 26, 2022



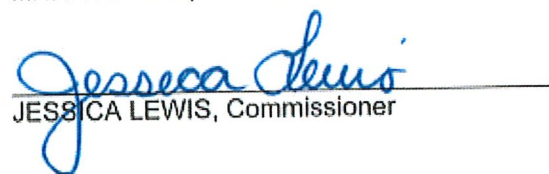
BINGHAM COUNTY COMMISSIONERS


WHITNEY MANWARING, Chairman

ATTEST:


Pamela W. Eckhardt, Clerk

MARK R. BAIR, Commissioner


JESSICA LEWIS, Commissioner



Idaho Statutes

Idaho Statutes are updated to the web July 1 following the legislative session.

TITLE 31
COUNTIES AND COUNTY LAW
CHAPTER 8

POWERS AND DUTIES OF BOARD OF COMMISSIONERS

31-871. CLASSIFICATION AND RETENTION OF RECORDS. (1) County records shall be classified as follows:

(a) "Law enforcement media recording" means a digital record created by a law enforcement agency in the performance of its duties that consists of a recording of visual or audible components or both.

(b) "Permanent records" shall consist of, but not be limited to, the following: proceedings of the governing body, ordinances, resolutions, building plans and specifications for commercial projects and government buildings, bond register, warrant register, budget records, general ledger, cash books and records affecting the title to real property or liens thereon, and other documents or records as may be deemed of permanent nature by the board of county commissioners.

(c) "Semipermanent records" shall consist of, but not be limited to, the following: claims, contracts, canceled checks, warrants, duplicate warrants, license applications, building applications for commercial projects and government buildings, departmental reports, purchase orders, vouchers, duplicate receipts, bonds and coupons, financial records, and other documents or records as may be deemed of semipermanent nature by the board of county commissioners.

(d) "Temporary records" shall consist of, but not be limited to, the following: correspondence not related to subsections (1) and (2) of this section, building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval, cash receipts subject to audit, and other records as may be deemed temporary by the board of county commissioners.

(e) Those records not included in paragraph (a), (b), (c) or (d) of this subsection shall be classified as permanent, semipermanent or temporary by the board of county commissioners and upon the advice of the office of the prosecuting attorney.

(2) County records shall be retained as follows:

(a) Permanent records shall be retained for not less than ten (10) years.

(b) Semipermanent records shall be kept for not less than five (5) years after date of issuance or completion of the matter contained within the record.

(c) Temporary records shall be retained for not less than two (2) years.

(d) Law enforcement media recordings with evidentiary value shall be retained for not less than two hundred (200) days from the date the recording was made.

(e) Law enforcement media recordings that have no evidentiary value and that are recorded by the law enforcement agency's equipment that is not affixed to any building or structure's interior or exterior wall shall be retained for not less than sixty (60) days from the date the recording was made.

(f) Law enforcement media recordings that have no evidentiary value and that are recorded by the law enforcement agency's equipment that is affixed to any building or structure's interior or exterior wall shall be retained for not less than fourteen (14) days from the date the recording was made.

(g) Records may be destroyed only by resolution of the board of county commissioners after regular audit and upon the advice of the prosecuting attorney, except that law enforcement media recordings may be destroyed without a resolution. A resolution ordering destruction must list, in detail, records to be destroyed. Such disposition shall be under the direction and supervision of the elected official or department head responsible for such records.

(h) The provisions of this section shall control the classification, retention and destruction of all county records unless otherwise provided in Idaho Code or any applicable federal law.

(3) As used in this section:

(a) "Evidentiary value" means containing information relevant to:

- (i) Any use of force by a government agency;
- (ii) Any events leading up to and including an arrest or citation for a criminal offense;
- (iii) Any events that constitute a criminal offense;
- (iv) Any encounter about which a complaint has been filed by a subject, or his representative, of the law enforcement media recording; or
- (v) Any encounter about which a valid public records request has been filed by a subject, or his representative, of the law enforcement media recording.

(b) "Law enforcement agency" means a county agency given law enforcement powers or that has authority to investigate, enforce, prosecute or punish violators of state or federal criminal statutes, ordinances or regulations including a county sheriff's office, a county prosecuting attorney's office, and misdemeanor and juvenile probation offices. "Law enforcement agency" shall include any private entity contracting with a county to provide the services of a law enforcement agency.

(c) "Valid public records request" means a request as described in section 74-102, Idaho Code.

History:

[31-871, added 1993, ch. 140, sec. 2, p. 372; am. 2000, ch. 54, sec. 1, p. 108; am. 2001, ch. 99, sec. 3, p. 249; am. 2010, ch. 62, sec. 1, p. 111; am. 2011, ch. 285, sec. 1, p. 778; am. 2018, ch. 184, sec. 1, p. 403.]

How current is this law?

Search the Idaho Statutes and Constitution



Idaho Statutes

Idaho Statutes are updated to the web July 1 following the legislative session.

TITLE 31
COUNTIES AND COUNTY LAW
CHAPTER 7

BOARD OF COUNTY COMMISSIONERS

31-709. RECORDS TO BE KEPT. The board must cause to be kept permanently and indefinitely, in accordance with the provisions of section 31-871A, Idaho Code:

1. Minute records, in which must be recorded all orders and decisions made by them, and the daily proceedings had at all regular and special meetings.

2. Allowance records, in which must be recorded all orders for the allowance of money from the county treasury, to whom made, and on what account, dating, numbering and indexing the same through each year.

3. Road records, containing all proceedings and adjudications relating to the establishment, maintenance, change and discontinuance of roads, road districts, and overseers thereof, their reports and accounts.

4. Franchise records, containing all franchises granted by them, for what purpose, the length of time and to whom granted, the amount of bond and license tax required.

5. Warrant records, to be kept by the county auditor, in which must be entered, in the order of drawing, all warrants drawn on the treasury, with their number and reference to the order on the minute book, with the date, amount, on what account, and name of payee.

6. Ordinance records, containing all ordinances, stating the date enacted.

7. Resolutions records, containing all resolutions, stating the date adopted.

History:

[(31-709) R.S., sec. 1754; am. R.C. & C.L., sec. 1912; C.S., sec. 3410; I.C.A., sec. 30-609; am. 1989, ch. 93, sec. 1, p. 219; am. 1993, ch. 140, sec. 3, p. 373; am. 1995, ch. 61, sec. 1, p. 135; am. 2016, ch. 47, sec. 14, p. 109.]

How current is this law?

Search the Idaho Statutes and Constitution

PLANNING & DEVELOPMENT

Present: Tiffany Olsen- Planning & Development Director
Paul Rogers- Prosecuting Attorney
Darrell Hanners
Chris Street- HLE

The Board met with Tiffany Olsen to discuss department updates and other agenda items. Chairman Manwaring welcomed all to the meeting and turned the time over to Director Olsen.

Director Olsen asked the Board to first address the Final Plat for Papa D Subdivision.

Decision: Commissioner Bair moved to approve the Final Plat for Papa D Subdivision. Commissioner Lewis seconded. All voted in favor. The motion carried.

Next, Director Olsen asked the Board to address the Final Plat for H&H Subdivision.

Decision: Commissioner Lewis moved to approve the Final Plat for H&H Subdivision. Commissioner Bair seconded. All voted in favor. The motion carried.

Next, Director Olsen stated that she would like to continue the execution of the Yost Printer Contract as a credit was discussed that is not on the contract currently before the Board.

Next, Director Olsen stated that she would as the Board to consider approval of Bingham County Ordinance 2022-11, an Ordinance amending the Zoning Designation from "A" to "R/A" and a Comprehensive Plan Map Amendment for Gale Lim Construction & Rod Albertson.

Decision: Commissioner Lewis moved to approve Bingham County Ordinance 2022-11, an Ordinance amending the Zoning Designation from "A" to "R/A" and a Comprehensive Plan Map Amendment for Gale Lim Construction & Rod Albertson. Commissioner Bair seconded. All voted in favor. The motion carried and said ordinance was approved as follows:

Instrument # 747691
BINGHAM COUNTY
7-27-2022 08:24:20 AM No. of Pages: 2
Recorded for : BINGHAM COUNTY COMMISSIONERS
PAMELA W. ECKHARDT Fee: 0.00
Ex-Officio Recorder Deputy



**BINGHAM COUNTY
ORDINANCE 2022-11**

**AN ORDINANCE AMENDING THE ZONING DESIGNATION FROM "A" AGRICULTURE to
"R/A" RESIDENTIAL/AGRICULTURE AND THE COMPREHENSIVE PLAN MAP
AMENDMENT TO RESIDENTIAL/RESIDENTIAL AGRICULTURE ON APPROXIMATELY
18.83 ACRES SUBMITTED BY GALE LIM CONSTRUCTION, LLC & ROD ALBERTSON**

BE IT ORDAINED by the Board of County Commissioners of Bingham County, Idaho, as follows:

Section 1: The Bingham County Zoning Designation from "A" Agriculture to "R/A" Residential/Agriculture and the Comprehensive Plan Map is hereby amended to Residential/Residential Agriculture, to comply with the recent change in zoning, classification from Agriculture to Residential/Agriculture, for the following described real property. The real property to which this Comprehensive Plan Map amendment applies is described as follows:

Approximate Location: Parcel No. RP0177400, RP0177406, RP0177407, RP0177404, Township 2S, Range 34E, Section 13, consisting of approximately 18.83 acres.

Legal Description:

Part of the NW ¼ of the SW ¼ of Section 13, Township 2 South, Range 34 East of the Boise Meridian, Bingham County, Idaho described:

Commencing at the W ¼ corner of said Section 13; Thence S 88°51'36" E 232.29 feet along the East-West Center Section line of said Section, to the Point of Beginning; Thence continuing along said line, S 88° 51' 36" E 433.39 feet; Thence, S 00° 14' 01" W 1331.32 feet; Thence, N 89° 00' 14" W 666.81 feet to the west line of said Section; Thence N 00° 15' 27" E 948.78 feet, along the West line of said Section; Thence S 88° 51' 36" E 23.02 feet; Thence, N 51° 49' 01" E 189.93 feet; Thence, N 26° 24' 36" E 90.09 feet; Thence N 06° 46' 06" E 183.22 feet to the Point of Beginning

Contains 18.83 acres more or less.

Section 2: This Ordinance shall become effective upon its publication in the manner required by law.

Passed and Approved by the Board of County Commissioners, County of Bingham, State of Idaho, at a Public Hearing held on the 23rd day of May 2022.

Signed this 20th day of July 2022.



**BOARD OF COUNTY COMMISSIONERS
BINGHAM COUNTY, IDAHO**

ATTEST:

Pamela Eckhardt
Bingham County Clerk

Whitney Manwaring, Chairman

Mark R. Bair, Commissioner

Jessica Lewis, Commissioner

FURTHER DISCUSSION REGARDING BUDGET DECISION & SALARY REQUESTS FOR THE CLERK'S OFFICE AND HUMAN RESOURCES

Present: Pamela Eckhardt- County Clerk
John Dewey- Human Resources Director
Tiffany Olsen- Planning & Development Director

The Board met with Clerk Eckhardt to discuss budget and salary requests for the Clerk's Office and Human Resources. Chairman Manwaring welcomed all to the meeting and turned the time over to Clerk Eckhardt.

Clerk Eckhardt stated she had submitted several salary requests, which were for the Deputy Clerk/Jury Commissioner & Recorder from an N11 to an N12 and the Deputy Clerk/Recorder from an N11 to an N12. She explained that there had been restructure of the Clerk's Office. With Indigent Services minimizing and the retirement of Lynette George, a new job description of Deputy Clerk/Payroll/Auditor and a Deputy Clerk/Financial/Recorder, which would also assist with recording, passports and marriage licenses. The proposed salary for Deputy Clerk/Payroll/Auditor is to go from an N18 to an N20, as she is retaining Indigent and Veteran Services along with full time payroll and the proposed salary for the Deputy Clerk/Financial/Recorder is to go from an N13 to an N18, as she would have the additional responsibility of recording and passports. For the Deputy Clerk/Financial/Recorded, Mr. Dewey recommended increasing from an N13 to an N15, which she is in agreeance of this recommendation. Commissioner Lewis confirmed with Clerk Eckhardt that these employees would remain on the same step but with an increase in grade.

Clerk Eckhardt next discussed the Payroll/Auditor, wherein she explained this position would be assisting with other financial duties, payroll and what is remaining for the Indigent/Veteran Services department. The proposal for this position is an N15, Step 12, which is an increase of \$1.65 per hour. She is currently an N18, Step 9. There would be no change of anniversary date but will take effect immediately.

Next, discussion was held in regards to the Court Operations Supervisor, wherein this position is currently at an N21, Step 11 and she is requesting an increase to N25, Step 9. Clerk Eckhardt has provided a copy of a previous reclassification request, which was from N20 to an N21. At that time, she requested an increase to N25, which was denied. At this time, Mr. Dewey, does agree with the proposal and recommends to increase to an N25, Step 9 as compared to other Department Heads. Clerk Eckhardt explained this position supervises 15 employees, works with the judges and the Seventh Judicial District.

Decision: Commissioner Lewis moved to approve the salary for the Deputy Clerk/Recorder to an N12, Step 8, to begin October 1, 2022. To approve the salary for the Deputy Jury Commissioner to N12, Step 3, to begin October 1, 2022. To approve the salary for the Deputy Clerk/Payroll/Auditor to N20, Step 9, to begin immediately with no anniversary date change. To approve the salary for the Deputy Clerk/Financial/Recorder to an N15, Step12, to begin immediately but the anniversary date will not reset. Lastly, to approve the Court Operations Supervisor salary to an N25, Step 9, to begin October 1, 2022. Commissioner Bair seconded. All voted in favor. The motion carried.

A brief discussion was held in regards to the request for salary increase for the Human Resources Technician, to which Chairman Manwaring stated he would like to place this decision on hold, as there will be significant changes within that department.

THE MOTION PASSED TO DISMISS UNTIL WEDNESDAY JULY 27, 2022


PAMELA W. ECKHARDT, CLERK
Lindsey Dalley- Commission Clerk-----


WHITNEY MANWARING, CHAIRMAN

STATE OF IDAHO)
 : ss. Wednesday, July 27, 2022
County of Bingham)

THE BOARD OF BINGHAM COUNTY COMMISSIONERS MET IN REGULAR SESSION. The following matters were considered:

Present: Chairman Manwaring
Commissioner Bair
Commissioner Lewis
Lindsey Dalley- Commission Clerk

CASH WARRANTS

Cash Warrants were approved in the amount of \$482.66.

COLLEGE OF EASTERN IDAHO

A Certificate of Residency was approved by the Board and sent to the College of Eastern Idaho for the following Bingham County students: Madisyn A. Mathews, Taylor J. Cox and Grace Harral.

COLLEGE OF SOUTHERN IDAHO

A Certificate of Residency was approved by the Board and sent to the College of Southern Idaho for the following student: Sage Alexander Allen.

Decision: Commissioner Lewis moved to approve Cash Warrants, Claims & Administrative Documents. Commissioner Bair seconded. All voted in favor. The motion carried.

SHERIFF'S OFFICE

Present: Jeff Gardner- Chief Deputy Sheriff
Scott Reese- Parks & Recreation/Emergency Management
Leigh Ann Davis- Parks & Recreation

The Board met with Chief Deputy Sheriff Jeff Gardner to discuss updates within the Sheriff's Office and other agenda items. Chairman Manwaring welcomed all to the meeting and turned the time over to Mr. Reese in regards to the submitted prior approval.

Mr. Reese explained the submitted Prior Approval for Major Purchase of slurry coat and crack seal for County portion of the walking path in Shelley. Said purchase is in the amount of \$6,890.00 and would be paid from PILT.

Decision: Commissioner Bair moved to approve the estimate from Imperial Asphalt to crack seal and slurry coat the County portion of the walking path in the City of Shelley. The amount is \$6,890.00, which is to be paid out of PILT. Commissioner Lewis seconded. All voted in favor. The motion carried.

Chief Deputy gave an update regarding jail population (132 inmates), the possible release of some inmates to utilize ankle monitors and a brief discussion regarding the Request for Qualifications process pertaining to the jail expansion.

There have been a few promotions, which were Jeremy Hook- Lieutenant, Sergeant for the North Team is Jon Croxford and Sergeant for the South Team is Brock Katseanes. All proper documentation has been submitted to Human Resources, which will come before the Board for signatures.

PUBLIC WORKS

Present: Dusty Whited- Public Works Director
 John Dewey- County Legal Counsel

The Board met with Dusty Whited- Public Works Director, to discuss department updates and other agenda items. Chairman Manwaring welcomed all to the meeting and entertained a motion to go into Executive Session.

The Board met to hold an Executive Session pursuant to Idaho Code §74-206(1)(a)&(b), to consider personnel matters. Commissioner Bair moved to go into Executive Session pursuant to Idaho Code §74-206(1)(a)&(b), to consider personnel matters. Commissioner Lewis seconded. All voted in favor. The Board moved into Executive Session at 9:09 a.m. Commissioner Lewis moved to go out of Executive Session. Commissioner Bair seconded. All voted in favor. The Board moved out of Executive Session at 9:20 a.m.

Decision: No decision to be made on the record at this time.

Next, Mr. Whited explained the Prior Approval for Superpave Asphalt Mixture & Related Materials Procurement Agreement, which would essentially follow the price given to the City of Pocatello. Mr. Whited stated that Mickelsen was the low bid when it was put out to bid by the City of Pocatello and Mickelsen advised that they would honor that price at the Blackfoot location, for the Liberty Road project.

Decision: Commissioner Bair moved to approve the bid for asphalt for the Liberty Road project, which will piggyback off the City of Pocatello at \$63.90 per ton and would be provided by Mickelsen Construction- Blackfoot Location. Commissioner Lewis seconded. All voted in favor. The motion carried.

Next, Mr. Whited gave an update regarding the 1299 truck route study, wherein a check from the State of Idaho in the amount of \$30,000.00 will be deposited and the study will be done by Keller Associates. The scope of work has been approved previously and the contract will be sent for final signature by the Chairman.

Discussion was held pertaining to the salary requests submitted, wherein Mr. Whited explained that Human Resources did not receive his email until this morning. There is a lot of information that was sent and therefore, his recommendation would be to table this matter until next Wednesdays meeting in order to allow Human Resources additional time to review.

Mr. Whited explained there are a few supervisors within his department that are not willing to sign the Safety Requirement documentation sent out by Human Resources. They feel as though it is the employee accountability issue and the safety policy itself states that. Commissioner Lewis stated if each supervisor signs this document; the County receives a discount on insurance costs. Mr. Dewey stated it is the responsibility of the supervisor to be sure that each employee is completing training and provided with safety equipment needed to do their job.

The Board advised and Legal Counsel concurred that "as applicable" could be added to the verbiage in order for these supervisors to sign. It is the responsibility of the supervisor to be sure their employees are operating safely.

EXECUTIVE SESSION

The Board met to hold an Executive Session pursuant to Idaho Code §74-206(1)(a)&(b), to consider personnel matters. Commissioner Lewis moved to go into Executive Session pursuant to Idaho Code §74-206(1)(a)&(b), to consider personnel matters. Commissioner Bair seconded. All voted in favor. The Board moved into Executive Session at 10:11 a.m. Chairman Manwaring moved to go out of Executive

Session. Commissioner Bair seconded. All voted in favor. The Board moved out of Executive Session at 10:38 a.m.

Decision: Commissioner Bair moved to instruct Human Resources to advertise for the Civil Deputy position and the Human Resources Director position. John Dewey will give a recommendation as to the salaries for each position. Chairman Manwaring seconded. All voted in favor. The motion carried.

FINAL PLAT FOR JOHNSON COMPOUND

Present: Chris Street- HLE
Addie Jo Harris- Planning & Development

The Board met to approve the Final Plat for Johnson Compound. Chairman Manwaring welcomed all to the meeting and turned the time over to Ms. Harris.

Ms. Harris stated that the Preliminary Plat was heard on May 11th.

Decision: Commissioner Bair moved to approve the Final Plat for Johnson Compound. Commissioner Lewis seconded. All voted in favor. The motion carried.

BUILDING MAINTENANCE BUDGET DISCUSSION

Present: Eric Jackson- Building Maintenance Director
Pam Eckhardt- County Clerk
Jason Marlow- Building Maintenance
Lynette George- Chief Deputy Clerk

The Board met with Eric Jackson to discuss the FY 2022-2023 proposed budget for Building Maintenance.

HUMAN RESOURCES/EXECUTIVE SESSION

Present: Jeff Gardner- Chief Deputy Sheriff
John Dewey- Human Resources Director/County Legal Counsel

The Board met with John Dewey to discuss department updates and other agenda items. Chairman Manwaring welcomed all to the meeting.

The Board held an Executive Session pursuant to Idaho Code §74-206(1)(a)&(b), to consider personnel matters. Commissioner Lewis moved to go into Executive Session pursuant to Idaho Code §74-206(1)(a)&(b), to consider personnel matters. Commissioner Bair seconded. All voted in favor. The Board moved into Executive Session at 2:30 p.m. Commissioner Lewis moved to go out of Executive Session. Commissioner Bair seconded. All voted in favor. The Board moved out of Executive Session at 2:57 a.m.

Decision: Commissioner Lewis moved to approve a one-time bonus for Corporal Galloway for his work on the new records management program, in the amount of \$1,000.00 merit pay, to be paid out of the Human Resource Budget. Chief Deputy Gardner has also asked if the County could cover cost of taxes and benefits, which will come out of the Sheriff's Office Budget. Commissioner Bair seconded. All voted in favor. The motion carried.

DISCUSSION & DECISION REGARDING SHERIFF'S OFFICE BUDGET AND PERSONNEL REQUESTS

Present: Jeff Gardner- Chief Deputy Sheriff
John Dewey- Human Resources Director
Lynette George- Chief Deputy Clerk
Pam Eckhardt- County Clerk

The Board met with Chief Deputy Sheriff Gardner to discuss the Sheriff's Office budget and personnel requests. Chairman Manwaring welcomed all to the meeting and turned the time over to Chief Deputy Gardner.

Chief Deputy Gardner briefly reviewed the Sheriff's Office Budget.

The Eastern Idaho State Fair will be paying \$7,500.00, which would go into the revenue fund.

Next, a brief discussion was held in regards to the pickup that was given to the Coroner's Office and it was decided that the Coroner's Office would reimburse the Sheriff's Office in the amount of \$4,000.00 per year for three years.

Next, Chief Deputy Gardner discussed the position of Supervisor within the Dispatch Center, wherein he would like to rewrite the job description. Chief Deputy Gardner proposed that there be a second lead added. The current Supervisor would not be in the rotation of taking calls but would be more of an administrator over the center versus a Dispatch Supervisor. He would also propose a new position within the Dispatch Center as the County population has increased. He briefly reviewed a letter submitted to him by Ms. Hidalgo, the current Dispatch Supervisor, further explaining the need for an additional position. There will be no change in the pay of the Supervisor, just an update in description and putting another Dispatcher in her position to cover what she was previously doing. Chief Deputy Gardner will work with Laraine Pope in Human Resources to get this job description updated.

Discussion was held in regards to the Office Manager, a new Administrative Assistant and Civil Technician. Chief Deputy Gardner referred to the Civil Technician position, wherein he would propose the Civil Technician does have a supervisory role, handles the technician role and is functioning at a higher level than some surrounding counties. Therefore, he believes that she should be rewarded for her work. He stated that he had not provided the Board with any comparables to jobs within the County as he does not believe that there are any comparable to what she does. At this time, he is proposing to increase the Civil Technician to an N19, Step 10 (\$25.55). All Commissioners were in favor and had no concerns.

Next, discussion was held in regards to the Office Manager position, wherein Chief Deputy Gardner explained his justification for this proposal. He feels as though administrators and managers could take on a more efficient and organized role. Therefore, he is working to reorganize the Sheriff's Office to run efficiently in the management and leadership side of the administration. With that being said, the Captain position would be placed out on the road, not replace that position within the office and allocate the majority of this positions responsibilities when it comes to budget and supervisor role of managing all front office staff. With taking on these additional responsibilities, he is proposing her salary in be increased to N21, Step 9, with her anniversary date changing to October 1st.

Lastly, Chief Deputy Gardner stated that he would request an additional position of an Administrative Assistant. This position could be one full time position and if a full time position were not feasible, he would request two part time positions. There is not a job description at this time and that would need to be drafted with the N12, with a starting wage of \$15.56. He would rather a full time position as there is move value for individuals that may be looking for a job opportunity. Commissioner Lewis stated this position could be placed within the budget but there would need to be a job description approved prior to October 1st.

FURTHER REVIEW & DISCUSSION REGARDING COUNTY BUDGET

Present: Pam Eckhardt- County Clerk

The Board met with Clerk Eckhardt do further review and discuss the FY 2022-2023 County Budget.

THE MOTION PASSED TO DISMISS UNTIL FRIDAY JULY 29, 2022

Pamela Eckhardt
PAMELA W. ECKHARDT, CLERK
Lindsey Dalley- Commission Clerk-----

Whitney Manwaring
WHITNEY MANWARING, CHAIRMAN

STATE OF IDAHO)
 : ss. Friday, July 29 2022
County of Bingham)

THE BOARD OF BINGHAM COUNTY COMMISSIONERS MET IN REGULAR SESSION. The following matters were considered:

Present: Chairman Manwaring
Commissioner Bair
Lindsey Dalley- Commission Clerk
Excused: Commissioner Lewis

CLAIMS

Claims were approved in the amount of \$1,552,652.41.

PAYROLL

Payroll was approved in the amount of \$729,013.10.

JAIL MEDICAL

Jail Medical was approved in the amount of \$1,842.15.

PERSONNEL ACTION FORMS

The Board approved Personnel Action Forms, which were as follows:

- | | |
|---------------------------|--|
| Employee Status Sheet | Detention Deputy to Patrol Deputy |
| | Patrol Corporal to Patrol Sergeant |
| | Detention Deputy to Patrol Deputy |
| | Patrol Corporal to Patrol Sergeant |
| | Indigent Services Supervisor to Deputy Clerk/Payroll/Auditor |
| | Payroll Tech to Deputy Clerk/Claims |
| New Employee Status Sheet | Crusher Operator in Training |
| Salary Increase Form | Sheriff's Office- Clerical Support |
| | Building Inspector |
| | Maintenance Supervisor |
| | Detention Sergeant |
| | Emergency Communications Officer |
| | Detention Corporal |

Administrative Corporal
Detention Corporal

COLLEGE OF EASTERN IDAHO

A Certificate of Residency was approved by the Board and sent to the College of Eastern Idaho for the following Bingham County student: Shannon L Esser.

Decision: Commissioner Bair moved to approve Cash Warrants, Claims, Administrative documents and Personnel Action Forms. Chairman Manwaring seconded. Both voted in favor. The motion carried.

TAX INQUIRY

The Board met to approve a Tax Inquiry, which was as follows:

MH0427106	Valladares, Yuridia	Manufactured home was assessed on the primary roll and the sub roll, primary was paid in full.
-----------	---------------------	--

Decision: Commissioner Bair moved to approve the Tax Inquiry as presented. Chairman Manwaring seconded. Both voted in favor. The motion carried.

ORDINANCE 2022-12

The Board met to approve Bingham County Ordinance 2022-12, an ordinance amending the General Bingham County Zoning Ordinance 2012-08 and accompanying Zoning Map by changing the Zoning Use District of the real property from its present classification as "C2" Heavy Commercial to "R/A" Residential/Agriculture.

Decision: Commissioner Bair moved to approve Bingham County Ordinance 2022-12, an Ordinance amending the General Bingham County Zoning Ordinance 2012-08 and accompanying Zoning Map by changing the Zoning Use District of the real property from its present classification as "C2" Heavy Commercial to "R/A" Residential/Agriculture. Chairman Manwaring seconded. Both voted in favor. The motion carried and said Ordinance was approved as follows:

Instrument # 747802

BINGHAM COUNTY

7-29-2022 11:36:09 AM No. of Pages: 1

Recorded for: BINGHAM COUNTY COMMISSIONERS

PAMELA W. ECKHARDT

Fee: 0.00

Ex-Officio Recorder Deputy

**BINGHAM COUNTY
ORDINANCE 2022-12**

AN ORDINANCE AMENDING THE GENERAL BINGHAM COUNTY ZONING ORDINANCE 2012-08 AND ACCOMPANYING ZONING MAP BY CHANGING THE ZONING USE DISTRICT OF THE BELOW-DESCRIBED REAL PROPERTY FROM ITS PRESENT CLASSIFICATION AS "C2" HEAVY COMMERCIAL TO "R/A" RESIDENTIAL/AGRICULTURE.

BE IT ORDAINED by the Board of County Commissioners of Bingham County, Idaho, as follows:

Part of the SW ¼ of Section 32, Township 2 South, Range 35 East, Boise Meridian, Bingham County, Idaho described as:

Lots 1 and 2, Block 3 of the Ponderosa Acres Subdivision, Division 1. Excepting Therefrom the right-of-way of Highway 39.

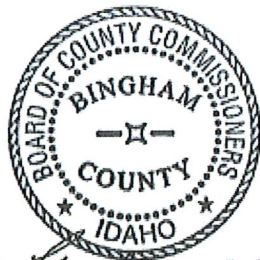
Approximate Location: 460 W. Highway 39, Blackfoot, Idaho.

Section 2: This Ordinance shall become effective upon its publication in the manner required by law.

Passed and Approved by the Board of County Commissioners, County of Bingham, State of Idaho, at a Public Hearing held on the 17th day of May 2022.

Signed this 29 day of July 2022

ATTEST:




Pamela Eckhardt
Bingham County Clerk

**BOARD OF COUNTY COMMISSIONERS
BINGHAM COUNTY, IDAHO**


Whitney Manwaring, Chairman


Mark R. Bair, Commissioner

Jessica Lewis, Commissioner

DISCUSSION & DECISION REGARDING POSSIBLE AMENDMENT TO SECTION 17.8 OF THE EMPLOYEE HANDBOOK

Present: Laraine Pope- Human Resources
Jeff Gardner- Chief Deputy Sheriff
Paul Rogers- Prosecuting Attorney
Tiffany Olsen- Planning & Development Director

The Board met to hold discussion and make a possible decision regarding possible amendment to Section 7.8 of the Employee Handbook. Chairman Manwaring welcomed all to the meeting and turned the time over to Chief Deputy Sheriff Jeff Gardner.

Discussion was held in regards to Section 17.8 Separation of Employment, wherein it was proposed that the wording should be changed to read as follows;

Employees who separate employment with a minimum of three (3) years of full-time service with the County shall receive a payout of 30% of their total accrued PTO. Employees who separate after having completed ten (10) years of employment will be paid out 30% of their accrued PTO. Those eligible to retire (via the rule of 80 or 90 per PERSI, or per the Social Security Administration's full retirement age) from the County will be paid out 30% of all accrued PTO, as long as they have a minimum of three years of service with the County. All payouts are based on the hourly rate at the time of separation. Scheduled or unscheduled PTO use cannot be used to extend an employee's termination or retirement date, or the date on which they went to part-time status. Those full-time employees who transfer to a part-time or Elected Official position will also have their PTO paid out as explained above. Upon receiving payout at separation, you may elect to place part or all of it in a 401(k), or receive the payout as a lump sum payment. If an employee passes away while employed at Bingham County, his/her PTO will not be paid out.

It was mentioned that perhaps department heads who have larger departments, should be added to the Personnel Board in order to keep employees informed. The Board agreed and this matter was placed on the agenda to discuss during Staff Meeting next month.

Decision: Commissioner Bair moved to temporarily make the following changes in the Personnel Hand Book, which would be solidified by the Personnel Board. The change is to Section 17.8, under separation of employment, wherein employees who separate employment with a minimum of three (3) years of full time service with the County shall get 30% of their total accrued PTO. Employees who separate after having completed ten (10) years of full time service to the County, will be paid out 30% of their accrued PTO. Those eligible to retire via the rule of 80 or 90 per PERSI, or par the Social Security Administrations full retirement age, will be paid out 30% of all PTO, as long as they have a minimum of three (3) years of full time service to the County.

Change under 17.10.2 would state, employees who separate employment with a minimum of three (3) years of full time service with the County shall receive a payout of 30% of their total accrued LTB, but may not be paid out for more than 80 hours of LTB. Commissioner Bair amended his motion to read, "Employees who separate employment with the County shall received payout of 30% of their LTB.

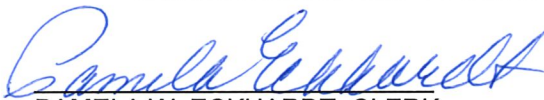
Chief Deputy clarified within 17.8 at the end of the parenthesis referring to retirement age, it states from the County will be paid out. That was stated only the amount of 30% was not mentioned within the motion. Commissioner Bair amended his motion to add 30% of all accrued PTO.

Chairman Manwaring seconded. Both Commissioners voted in favor. The motion carried.

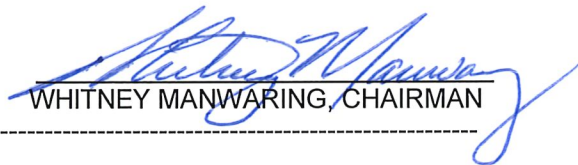
CLAIMS FOR THE PREVIOUS MONTH WERE APPROVED AS FOLLOWS:

Current Expenses	\$372,624.91	Veterans Memorial.....	\$470.74
Road & Bridge	\$261,498.70	Weeds.....	\$33,439.69
Airport.....	\$44.83	Emergency Communication... ..	\$45,365.76
Justice Fund	\$387,648.41	Road & Bridge Special	
District Court.....	\$77,624.17	Projects.....	\$4,398.01
Historical Society.....	\$2,000.00	Waterways	\$6,071.06
Indigent.....	\$55,322.90	ARPA.....	\$12,055.00
Parks & Recreation.....	\$22,674.08	Drug Court Fund.....	\$4,426.84
Revaluation.....	\$25,122.17	Junior College.....	\$10,100.00
Solid Waste	\$199,713.34	Consolidated Elections.....	\$5,654.09

THE MOTION PASSED TO DISMISS UNTIL MONDAY AUGUST 1, 2022



PAMELA W. ECKHARDT, CLERK
Lindsey Dalley- Commission Clerk-----



WHITNEY MANWARING, CHAIRMAN