

Valley County Board of Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
April 10, 2023**

**PRESENT: ELTING HASBROUCK (CHAIRMAN)
SHERRY MAUPIN (COMMISSIONER)
NEAL THOMPSON (COMMISSIONER)
DOUGLAS MILLER (CLERK)**

Chairman, Elting Hasbrouck led the Pledge of Allegiance.

Chairman Hasbrouck presented the commissioners' agenda for April 10, 2023. Commissioner Maupin made a motion to approve the commissioners' agenda for April 10, 2023. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for April 10, 2023.

Senior Deputy Auditor, Rheta Clingan presented the commissioners with Fiscal Year 2023 claims and board order claims. The commissioners had questions regarding the claims that were presented and Clerk, Douglas Miller and Senior Deputy Auditor, Rheta Clingan responded accordingly.

Fiscal Year 2023 Claims

General Fund	\$ 302,258.79
Road & Bridge	\$ 83,882.54
District Court	\$ 2,158.26
Fairgrounds	\$ 79.04
Election Consolidation	\$ 169.52

Board of County Commissioners Meeting
April 10, 2023
Page 1

Indigent & Charity	\$ 1,675.00
Junior College Tuition	\$ 2,000.00
Revaluation	\$104.04
Solid Waste	\$ 24,546.67
Weeds	\$ 720.59
Waterways	\$ 455.44
McCall Snowmobile	\$ 13,058.17
Cascade Warm Lake Snowmobile	\$ 6,930.64
Smiths Ferry Snowmobile	\$ 153.38
Title III Funds	\$ 1,591.77
Extension Agent Fund	\$ 1,103.60
OHV Fund	\$ 49.98
PILT Fund	\$ 6,512.50
Total:	\$ 445,345.89

Commissioner Thompson made a motion to approve the claims and board order claims as presented. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the claims and board order claims as presented for April 10, 2023.

Assessor, Sue Leeper reported on House Bill 292 and informed the commissioners that the Idaho State Tax Commission was working on a guiding document to send out to all elected officials in the State of Idaho. She provided a brief overview of potential assessed values of properties in Valley County and advised that the assessment notices would go out June 2nd, 2023. She asked the commissioners when they would like to schedule Board of Equalization hearings and proposed June 28th, 29th and 30th with potential days on July 5th, 6th and 7th if needed. The commissioners requested that the matter be placed on a commissioners' agenda to officially schedule the Board of Equalization hearings.

Clerk, Douglas Miller provided an overview of matters involving the Clerk's Office including Courts, election, preparation for Fiscal Year 2024 budget. Clerk Miller presented on designating the American Legion as the polling place for the upcoming May 16, 2023, election. He advised that there were 102 registered voters from the Roseberry District that would be changing polling location just for the upcoming election and explained that the Clerk's Office would be sending a letter to inform the 102 registered voters in Roseberry District of the changes just for the May 16th election. Chairman Hasbrouck made a motion to designate the American Legion in Cascade, Idaho, for the May 16th, 2023, election. Commissioner Thompson seconded the motion. Commissioner Maupin had a question for voters who would be unable to travel to Cascade for the election. Clerk Miller advised that the Clerk's Office would be providing an absentee ballot application with the letter notifying the voters of the change in location. No further discussion, all in favor. Motion passed to designate the American Legion in Cascade, Idaho, for the May 16th, 2023, election.

Chief Deputy Prosecuting Attorney, Brian Oakey provided the commissioners with an update of the Prosecuting Attorney's Office. He presented the findings of facts, conclusions of law and order for appeal of conditional use permit for solar panels at 505 Collier View Road. Chairman

Hasbrouck made a motion to approve the finding of facts, conclusions of law and order for appeal of conditional use permit for solar panels at 505 Collier View Road. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the finding of facts, conclusions of law and order for appeal of conditional use permit for solar panels at 505 Collier View Road.

Chief Deputy Prosecuting Attorney, Brian Oakey discussed the contract training that occurred and presented on proposed lease agreement cover sheets that he would like to create moving forward for contract and lease agreements. The commissioners discussed the actual process for reviewing contracts and lease agreements and who would be managing the contract and lease agreements. Mr. Oakey discussed upcoming training regarding public records request and discussed developing policy for Valley County that would be universally applied. He further presented on additional training that he would like to schedule for record retention. He also informed the commissioners that the intern had completed his semester of studies and provided a brief overview of how that individual assisted the Prosecuting Attorney's Office.

Sheriff, Patti Bolen informed the commissioners that four patrol vehicles were delivered to the Valley County Road Department and should be outfitted by the end of the week. She reported on the detention deputy who was attending the academy at College of Western Idaho. She also updated the commissioners on additional hires that had been onboarded. She further updated the commissioners on the training that had occurred by dispatchers. She reported that there was one patrol deputy who was attending POST Academy. Human Resource Director, Pat Duncan reported on the current openings of the Valley County Sheriff's Office. She reported that she would be meeting IT Director, Jeremy Wilcox to discuss technology upgrades. She also informed the commissioners that the US Forest Service did reimburse Valley County \$56,000 for the deputy patrol employees that worked the Four Corners Fire.

Treasurer, Johanna Defoort provided an update to the commissioners that there were 24 properties that are in tax deed, and she discussed the process with the commissioners. Treasurer Defoort advised that she would research why there was a different credit card machine and the Valley County Transfer Site and discussed utilization of Access Idaho. The commissioners would like continued research to determine the appropriate credit card system. Treasurer Defoort provided the commissioners with overview of the title search that was conducted and paid for by Valley County which will be reimbursed by the property owner after the tax deed process.

Building Director, Annette Derrick presented on request to grant an extension to building permit# 19-0254 and explained that there was a \$50 fee if the extension is granted. Commissioner Thompson made a motion to approve the extension to building permit #19-0254. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed. Building Director, Annette Derrick provided the commissioners an update about the new employee and advised that he had been understanding the existing process.

Court Services Director, Skip Clapp presented that he would be attending the IAC Juvenile Justice and Misdemeanor meeting in Twin Falls, Idaho, next week. He also reported on House Bill 331 and the distribution of Narcan. He advised that with the house bill there was confusion of distribution to first responders. The commissioners also asked about the availability of Narcan at the school districts. Commissioner Maupin wanted clarification on how first responders obtain additional Narcan for the community and having a designated person. She suggested contacting

Emergency Services Manager, Juan Bonilla. Skip reported on the Valley County Jail treatment program that was under development and advised additional matters needed to be identified. Skip reported on juveniles who were in custody at the Ada County Juvenile Detention Center. He also reported on a meeting that he had with the Prosecuting Attorney's Office and Sheriff's Office.

Human Resource Director, Pat Duncan provided an explanation of the work force housing lease and how the process works. She advised that she would develop a formal procedure for the commissioners to review. Commissioner Maupin felt that if Valley County had additional work force house there should be consideration hiring a property management company. She presented on procedures she was developing before she retires. She informed the commissioners that there were seventeen applications for the Human Resource Director position and after pre-screening the applications there would be formal interviews would be with three of the applicants. She advised that she had created a training guideline to assist with the training of the employee. She reported that the employee handbook had been reviewed and she was scheduling a workshop next week to review the proposed changes. Pat presented on a conference that she would be attending or having the new Human Resource Director attend the human resource conference. There was discussion regarding the process of annual reviews of Valley County Directors. Pat presented on the Active Attack training that occurred by the Valley County Sheriff's Office and felt that it was a positive training. Commissioner Maupin felt that there was specific equipment that needed to be available and should discuss during the budget preparations. Pat reported that during her research private employers were doing a 4% salary increase and she would continue to provide updates to the commissioners during initial preparations. She also discussed her conversations with GEM Plan to see if there were any additional plans that could potentially reduce the cost of medical insurance. She also discussed creating a flexibility plan which would give employees additional options. The commissioners discussed having a workshop to discuss medical insurance options.

IT Director, Jeremy Wilcox reported that he was returning from vacation. Jeremy provided the commissioners an update regarding the roll out of the MDT units. Chairman Hasbrouck asked about the update of the Valley County Servers. Jeremy provided a brief overview of the upgrades that would be reviewed.

Planning & Zoning Director, Cynda Herrick presented the Bitton Facts and Conclusions. Commissioner Maupin made a motion to approve the Bitton Facts and Conclusions. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the Bitton Facts and Conclusions.

She reported on the Valley Soil & Water Conservation District meeting that she attended last week and the request that Valley County Engineer meet with the Valley Soil & Water Conservation District. She advised that the estimated cost would be around \$1,300. The commissioners indicated that they would discuss the request directly with the Valley Soil & Water District during the presentation at 2:15 p.m. She reminded the commissioners that there would be a meeting between Valley County and the City of Cascade to discuss the areas of impact.

Recreation Director, Larry Laxson reported on the research that was being conducted on RS2477 Roads and he wanted to know who was going to be responsible for paying the cost. The

commissioners felt that any expenses related to research of roads needed to be taken out of Road Department budget. Larry discussed the meeting with Brian Davis regarding Good Neighbor Authority Grant and advised that he would be presenting to the commissioners next week. He informed the commissioners that he was preparing the Capital Improvement Forms to be submitted to the Capital Improvement Committee. Commissioner Thompson asked about the request of funds from the McCall Lot Tax and Larry informed the commissioners that those funds would be used for snow removal.

Facility Director, Scott Clingan reported on the continued runoff from the City of Cascade pipes which runs in front of the Valley County Courthouse. He advised that the City of Cascade would be continuing to research the leak to determine the location of the issue. There were still questions on the cause of the leak, but all agreed it needed to be identified and repaired. Scott reported on up coming maintenance projects that would be started to include replacing of furnaces at the University of Idaho Building and the McCall Annex. He reported on the incident that occurred at the Valley County Recycling Center in which a gate blew open by the wind and damaged a resident's vehicle. He also reported on an incident at the Valley County Solid Waste Transfer Site because of inappropriate behavior. He presented on upgrades to the kitchen hoods at the Cascade Community Center and the Valley County Jail. He informed the commissioners that he would be out of the office next week. He reported on his preparations for the Fiscal Year 2024 budget for improvements at the Valley County Solid Waste Transfer Site. He advised that he was working on the proposed needed upgrades with Great West Engineering. The commissioners agreed that a long-term plan needed to be identified. There was also a discussion about the Valley County Fair Ground potential upgrades and Scott felt that the Valley County Fair Board needed to provide information to him for review.

Road Director, Jeff McFadden presented the paving bids for Ashton Lane, Clear Creek Road, Loomis Lane, Meadows Road, W4 Lane, and East Roseberry Road. He informed the commissioners that only one company submitted paving bids. Chairman Hasbrouck opened the bid from Valley Paving Asphalt for \$117,685 for Clear Creek Road. Chairman Hasbrouck opened the bid from Valley Paving Asphalt for East Roseberry Road for \$83,000. Chairman Hasbrouck opened the next bid for W-4 lane which was received from Valley Paving Asphalt for \$255,711.00. Chairman Hasbrouck opened the next bid from Meadows Road the only bid received was from Valley Paving Asphalt for \$112,946.45. Chairman Hasbrouck opened the next bid for Ashton Lane from Valley Paving Asphalt for \$390,255.12. Chairman Hasbrouck opened the next bid from Loomis Lane from Valley Paving & Asphalt for \$252,729.00. Road Director McFadden reported on concerns regarding the Meadows Road and felt that bid should be held until he can determine. Commissioner Maupin made a motion to approve the bids for Valley Paving, Clear Creek, W-4, Loomis Lane, Ashton Lane for a total of \$1,101,162.62. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the bids received from Valley Paving for Clear Creek Road, W-4 Lane, Loomis Lane and Ashton Lane for a total of \$1,101,162.62.

Road Director, Jeff McFadden provided the commissioners with an update regarding current maintenance projects being conducted. He also gave an update to the commissioners regarding the Valley County Road Master Plan and the commissioners wanted to make sure that before it was approved, they wanted the public to have the ability to review. The commissioners requested a workshop on an upcoming agenda to discuss the draft Valley County Road Master Plan. Jeff reported on an initial meeting that he had with Perpetua to discuss upcoming building proposals.

The commissioners asked about Johnson Creek Road and felt that the commissioners needed to be involved with decisions related to maintenance of Johnson Creek Road and felt that Perpetua needed to be included in the conversations and felt that Johnson Creek Road agreement needed to be developed. The commissioners requested scheduling a workshop with Perpetua and asked Jeff to coordinate.

Grant Writer, Makenzie Castor presented on request to apply for McCall Local Option Tax Funding for snow removal for \$17,000 for Francie Wallace, Titus Parking Lot, Green Gate and Brush Creek. Chairman Hasbrouck made a motion to approve applying for McCall Local Option Tax. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve applying for McCall Local Option Tax for snow removal of Francie Wallace, Titus, Green Gate and Brush Creek parking lots.

Grant Writer, Makenzie Castor presented on a Homeland Security Grant to apply for a Bearcat for the Valley County Sheriff's Office. Captain, David Stambaugh presented on the grant application for the piece of equipment that is armored and would be utilized county wide. He gave a description of how it would be utilized. He reported on the annual maintenance which would be \$2,000 a year and reported that there was a shop in Boise, Idaho, that could assist with the maintenance of the vehicle. He presented on proposed agreements that he would like to create to ensure that all local law enforcement and fire departments could utilize. Commissioner Maupin made a motion to approve the Homeland Security Grant Application for a Bearcat. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the Homeland Security Grant Application for a Bearcat.

Chairman Hasbrouck presented the meeting minutes from April 3, 2023. Commissioner Maupin made a motion to approve the commissioner meeting minutes from April 3, 2023. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes from April 3, 2023.

Chairman Hasbrouck presented on the application for Ms. Jessica Nickerson to be on the Community Guardian Board. Chairman Hasbrouck made a motion to accept the application for Ms. Jessica Nickerson to be on the Valley County Board of Community Guardians. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to accept the application for Ms. Jessica Nickerson to be on the Valley County Board of Community Guardians.

Chairman Hasbrouck began the discussion related to creating an ordinance for Trademark Protection for the Valley County Logo. Commissioner Maupin advised that Valley County could not trademark county government but could create an ordinance and briefly discussed the reasons why an ordinance would need to be created. Commissioner Maupin made a motion to go through the requirements to create an ordinance related to the Valley County Government Logo. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to begin the process of creating an ordinance related to the Valley County Government Logo.

Commissioner Thompson made a motion to go into Executive Session per Idaho Code 74-206 1(d)-"To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho."-Indigent & Charity. Commissioner Maupin seconded the motion. No further discussion,

by roll call vote all commissioners voted “aye”. The commissioners went into Executive Session per Idaho Code 74-206 1(d)-Indigent & Charity at 11:55 a.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(d)-Indigent & Charity at 11:58 a.m.

Commissioner Thompson made a motion to approve Case RR-08-500 \$850 for rental assistance. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve Case RR-08-500 for \$850 in rental assistance.

The commissioners recessed for lunch at 12:00 p.m.

The commissioners returned from lunch at 1:00 p.m.

The commissioners provided an update regarding the boards/committees that they participated on the past month. Commissioner Thompson reported on his attendance at Valley County Waterways Committee meeting, and he advised that the members were asking about the waterways use plan. Commissioner Maupin explained that the waterways use plan was being reviewed by Planning & Zoning and Valley County would need to consider adopting the recommendations via ordinance. There was also discussion by the commissioners regarding rivers and if the Waterways Committee should be overseeing enforcement of the rivers or decisions on rivers. Commissioner Thompson also reported that he asked the Valley County Waterways Committee to consider planning on future growth and what their long-term goals were. Commissioner Thompson provided a brief overview of the Payette Forest Coalition meeting. He advised that the Valley County Fair Board discussed that they were determining how many new grandstands were needed but they wanted to wait until the snow had melted. Commissioner Maupin reported on her attendance at WICAP and advised that there would be new hires for Chief Executive Officer and Chief Financial Officer. The commissioners also discussed the Perpetua Mine Committee and the need to have further discussions with the committee. Commissioner Maupin reported on the West Central Economic Development Council and reported on the grant that was being considered to upgrade the Cascade Community Center. Commissioner Maupin provided a brief update regarding broadband expansion project that could impact Valley County. She provided a brief update regarding the housing trust and the memorandum of understanding that was prepared by Brian Oakey. She reported that Secure Rural School had been reapproved for Fiscal Year 2024 and Fiscal Year 2025 but after that there was uncertainty if Secure Rural Schools would be funded. She provided an update on the Recreation Advisory Committee meeting. She discussed workforce development council and advised that there were funds available for certified technical education. She reported that there were interviews conducted to determine who would oversee the funding distribution. Commissioner Maupin reported that she was co-chairing housing committee and reported that there were a lot of ideas being presented. Chairman Hasbrouck reported that the Magistrate Committee appointed a new magistrate for Boise County. He presented on his involvement with the Road Advisory Committee meeting and discussions that occurred. He reported on the All-Hazard Mitigation Committee and the work that had been done in preparation of the all-hazard mitigation plan. He provided a brief update on the LEPC meeting and the work that was being conducted regarding the improvements of the repeaters. He discussed the additional work that needed to be done with the EMS Board. Chairman Hasbrouck reported on the Roadless Commission which was schedule for June of 2023. He also presented on the annual Central

Board of County Commissioners Meeting

April 10, 2023

Page 7

District Health meeting that would be held in Coeur d Alene. He advised that he attended the Valley Soil & Water Conservation District and the discussions he had with them regarding their input. He also talked with them about the possibility of their office relocation at the request of Valley County, but he advised that they were not interested in locations he suggested. He felt that further discussions should take place.

Chairman Hasbrouck opened the continued Public Hearing for VAR-22-01 on 300 Krahn Lane at 1:34 p.m. McCall City Planner, Brian Parker requested that the Public Hearing VAR-22-01 be tabled for further discussions to take place with Chief Deputy Prosecuting Attorney, Brian Oakey. Mr. Les Roberts who is the owner of the property at 300 Krahn Lane provided comments to the commissioners regarding the previous approval that was allowed by City of McCall. He presented on the wording of the initial requirements that were determined. He reported on conversations that he had with prior McCall City Planner, Morgan Bessaw. Chairman Hasbrouck provided the county's opinion regarding need to continue to review the application for VAR-22-01. Chief Deputy Prosecuting Attorney, Brian Oakey requested that he would like to hear from the applicant regarding what they would like to accomplish and understand their commitment without any required compensation. He would recommend that the commissioners hear from the applicants and delay a decision by Valley County. He reported on the Attorney General's Office regarding a taking analysis and a decision that had been written. Chairman Hasbrouck provided a brief overview regarding the concerns from Valley County. Mrs. Roberts discussed a few of their concerns regarding the proposed requirements from the City of McCall. Chairman Hasbrouck felt that the applicant needed to again work with the City of McCall to see if anything can be agreed upon. Commissioner Maupin also voiced her opinion regarding the stance of Valley County. Chief Deputy Prosecuting Attorney, Brian Oakey explained that the applicants original building permit expired and that required a new application to be filed. He advised that now there are concerns he was advising what was in the best interest of Valley County. Chief Deputy Prosecuting Attorney Oakey recommends a Taking Analysis be completed. Voluntary agreements should be documented. Mr. Les Roberts replied to previous statements. If the pathway will be a requirement, he is not interested due to the cost. McCall City Planner Brian Parker will have the City of McCall draft a Takings Analysis and then have a review completed by Deputy Prosecuting Attorney Oakey. A condition of approval is to provide an easement, not the expense of the pathway construction. Commissioner Maupin moved to table the Public Hearing for VAR-22-01 to April 17, 2023, at 1:00 p.m.

McKenzie Kraemer and the Commissioners discussed the public relations program for Valley County. Combating misinformation on social media needs to be addressed. One method would be a "Fact Checking" page on the Valley County website that County Officials, employees, and the public can easily refer to. The Valley County website, Facebook page, *Star News* are the primary methods to distribute information. A monthly Commissioner newsletter is emailed to people who have requested to be on a mailing list. Future topics to include in public notifications were discussed. Commissioner Maupin moved to approve McKenzie Kraemer's creation of a Fact Check page on the Valley County website and incorporate a public relations program to identify facts. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve McKenzie Kraemer's creation of a Fact Check page on the Valley County website and incorporate a public relations program to identify facts. The commissioners also requested a monthly update from McKenzie Kramer.

Valley Soil and Water Conservation District Presentation of Five-Year Resource Conservation Business Plan and Fiscal Year 2024 Annual Plan were discussed between the Commissioners and the Valley Soil and Water Conservation District. Attendees were Bill Leaf, Durena Farr, John Lillahaug, Art Troutner, Judy Anderson, and Kaylee Tuning. Art Troutner began the discussion. Water quality, savings, riparian restoration, and efficient irrigation systems are priorities. Related issues have included helping wildlife and fishery habitat such as culvert construction. The mission and mission parameters of the District were discussed. Commissioner Maupin has understood that the Conservation District is for farmers and ranchers and water quality. The toxic outbreak on Lake Cascade in the 1990s led to many best management practices (BMPs) in Valley County. The Idaho Soil and Water Conservation Commission provides technical and financial assistance. Conservation Districts are tasked with natural resource issues including water efficiency, water quality, water quantity, and soil preservation. The district does not just deal with farmers and ranchers, but also work with individual landowners and City government. Durena Farr provided a handout to all attendees detailing the five-year resource conservation business plan and fiscal year 2024 annual plan. Additional well monitoring was discussed. Commissioner Maupin wants scientific data to make decisions. Cloud seeding was discussed. Durena Farr presented on the watershed summit and the topics that were discussed at that time. John Lillahaug provided further comments to the commissioners and matters that needed to be continued for discussion. Chairman Hasbrouck also provided his opinion on projects that need to include the county and asked if there were other projects that the county should be involved with. Art Troutner presented on the issue at the storage pond in McCall and advised that there was a plan being developed and the group suggested that the county get involved with the South Lake Valley Sewer & Water District. Art Troutner discussed the water assessment that was going to be conducted by Emmett to determine who was using water in specific creeks in Valley County. The group discussed water rights in which the water flows through Valley County. Durena Farr presented on the Valley Soil & Water Conservation District five-year resource plan. The commissioners discussed scheduling another meeting to allow for more time to discuss the five-year resource plan.


Commissioner Maupin made a motion to go into Executive Session per Idaho Code 74-206 1(b) "To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student"-Evaluation Commissioner Thompson seconded the motion. No further discussion, by roll call vote all commissioners voted "aye". The commissioners went into Executive Session per Idaho Code 74-206 1(b)-Evaluation Commissioners went into Executive Session per Idaho Code 74-206 1(b)-Evaluation at 3:28 p.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(b) at 4:30 p.m. No decision was made as it was for evaluation purposes.

The commissioners adjourned at 4:31 p.m.

Attest:


Douglas Miller, Clerk


Chairman, Elting Hasbrouck

Valley County Board of Commissioners

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NOTICE OF SPECIAL JOINT MEETING OF THE BOARD OF THE VALLEY COUNTY COMMISSIONERS & CITY OF CASCADE

NOTICE is hereby given that the Board of Valley County Commissioners will hold a Special Meeting, Monday, April 10th 2023, with the Cascade City Council at Cascade City Hall beginning at 6:00 p.m. to discuss the City of Cascade Area of Impact.

Dated at Cascade, Idaho this 6th day of April, 2023.
Douglas A Miller, Valley County Clerk, Valley County, Idaho.

A handwritten signature in blue ink that reads "Douglas A. Miller".

Douglas A Miller, Clerk