

Valley County Board of Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
October 23, 2023**

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

Chairman, Elting Hasbrouck led the Pledge of Allegiance.

Action Item: Chairman Hasbrouck presented the commissioners' agenda for October 23, 2023. Commissioner Thompson made a motion to approve the commissioners' agenda for October 23, 2023. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for October 23, 2023.

Senior Deputy Auditor, Rheta Clingan presented the claims, board order claims to the commissioners. The commissioners had questions regarding the claims and board order claims. Senior Deputy Auditor, Rheta Clingan and Clerk, Douglas Miller responded accordingly.

Fiscal Year 2023 Claims

General Fund	\$ 135,006.81
Road & Bridge	\$ 164,102.64
District Court	\$ 276.39
Election Consolidation	\$ 3,142.29
Revaluation	\$ 728.27
Solid Waste	\$ 496,001.57
Weeds	\$ 2,962.03

Pest Control	\$ 210.66
Waterways	\$ 1,420.27
Title III Funds	\$ 1,296.00
McCall Donnelly Snowmobile	\$ 461.19
Cascade Warm Lake Snowmobile	\$ 78.16
Nasi Trust	\$16,000
ARPA Funds	\$1,464.42
PILT Funds	\$65,509.31

Total: **\$888,660.01**

Action Item: Commissioner Thompson made a motion to approve the claims & board order claims as presented for October 23, 2023. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the claims & board order claims as presented for October 23, 2023.

Assessor Sue Leeper informed the commissioners that the appraiser had completed the revaluation of the Donnelly area and she reported that she and Maureen would be in the field conducting assessments for agricultural land. She also agreed with the recommendation to provide education to the seniors of the community regarding the property tax payment options.

Clerk Douglas Miller provided the commissioners with an update on matters involving the Clerk's Office.

Action Item: Grant Writer, Kenzie Castor presented the federal financial report for the Abstein Bridge and informed the commissioners about a few complications regarding the grant for the Abstein Bridge. Commissioner Maupin made a motion to approve the financial report for the Abstein Bridge. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the federal financial report for the Abstein Bridge.

Action Item: Grant Writer, Kenzie Castor presented the letter of support for the Warm Lake Snow Groomer Grant and explained what would be done. Commissioner Maupin made a motion to approve the letter of support. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the letter of support for the Warm Lake Snow Groomer Grant.

Action Item: Grant Writer, Kenzie Castor presented the AED Firehouse Subs Grant Application and explained how the grant would be utilized to purchase AED devices for law enforcement. Chairman Hasbrouck made a motion to approve the AED Firehouse Subs Grant application. Chairman Hasbrouck made a motion to approve the AED Firehouse Subs Grant Application. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the AED Firehouse Subs Grant Application.

Action Item: Grant Writer, Kenzie Castor presented on the Woody Biomass Pilot Program grant with the U.S.D.A. Forest Service and how the funding would be used to reduce the woody debris pile and the Solid Waste Transfer Site. Commissioner Maupin made a motion to approve the Woody Biomass Pilot Program Grant with the U.S.D.A. Forest Service. Commissioner

Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the Woody Biomass Pilot Program Grant with the U.S.D.A. Forest Service.

Commissioner Maupin had questions regarding the existing Solid Waste contract with Lake Shore Disposal and had concerns regarding how the county was handling the existing woody debris pile and construction debris pile. She felt that it was the responsibility of Lake Shore Disposal to dispose of the woody debris pile and construction debris pile.

Action Item: Grant Writer, Kenzie Castor presented the financial report and progress report for Woody Biomass Pilot Program grant. Commissioner Maupin made a motion to approve the financial report and progress report for Woody Biomass Pilot Program Grant. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the financial report and progress report for Woody Biomass Pilot Program Grant.

Action Item: Grant Writer, Kenzie Castor presented the E911 Grant with Idaho Office of Emergency Management. Commissioner Maupin made a motion to approve the E911 Grant with Idaho Office of Emergency Management. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the E911 Grant with Idaho Office of Emergency Management.

Prosecuting Attorney, Brian Naugle informed the commissioners about a new hire within the Prosecuting Attorney's office for a new civil attorney. He reported on interviews that were being conducted for the legal assistant position. He presented on the criminal cases that the Prosecuting Attorney's Office was handling and explained that there were several jury trials that were scheduled for the fall and winter of 2023. He also discussed appeals that had been filed with the District Court and the post-conviction appeals that have been filed. The commissioners had several questions for Prosecuting Attorney Naugle, and he responded to each question with a thorough response.

Sheriff Kevin Copperi provided the commissioners with an update regarding the interviews that were being conducted to fill open deputy patrol positions. He presented the end of year report that he had requested to show the commissioners the number of types of calls law enforcement has responded to over the past year.

Action Item: Sheriff Copperi presented an amended policing agreement between Valley County and City of Cascade and discussed that the agreement that was signed for a five-year period and should have only been a one-year period. Commissioner Maupin made a motion to approve the amended policing agreement to reflect the one-year period. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the amended policing agreement to reflect the one-year period.

Treasurer, Johanna Defoort updated the commissioners on the levy rates that had been certified by the State Tax Commission and reported on the work that had been conducted by the Treasurer's Office to include the property tax exemption credit calculations. She advised that the Treasurer's Office would be sending out a pamphlet that provides an explanation of House Bill 292. She also concurred with the recommendations of Commissioner Maupin to educate the senior citizens of the community about alternative property tax payment options.

Treasurer Defoort discussed the meeting that CIP Committee had and the progress that had been made.

Action Item: Treasurer Defoort presented on the reinvestment of ARPA Funds and discussed additional funds that would be maturing in the future. Chairman Hasbrouck made a motion to authorization a 6-month reinvestment of ARPA funds. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve 6-month reinvestment of ARPA Funds.

Building Director, Annette Derrick presented that there have been 400 building permits issued as of October 23, 2023. She reported on continued inspections that have been occurring. She discussed the implementation of the new software to assist with the building permit process. She was grateful that there was an impact fee workshop scheduled for November 1, 2023, with the commissioners.

University of Idaho Extension Educator, Melissa Hamilton, provided the commissioners with an update regarding the University of Idaho Extension Programs. She touched on several different programs that were active within the community to include master gardener program, after school program, 4-H program. She informed the commissioners that her annual evaluation should be submitted to the commissioners soon. She provided the commissioners with an update of presentations that she would be conducting virtually and in person. She specially discussed the noxious weed program, and the commissioners presented their concerns regarding the existing noxious weed program that was operated by Valley County and the lack of employees. The commissioners felt that there was a need to have a long-term planning regarding the control of noxious weeds in Valley County. Chief Deputy Prosecuting Attorney, Brian Oakey felt that Valley County could work with the Department of Agriculture. The commissioners would like to have a workshop between the University of Idaho Extension Office and the Valley County Weed Program.

Human Resource Director, Mike Savoie provided the commissioners with an update regarding staffing of Valley County positions to include two new deputy patrol positions. He discussed the applications that had been received for 911 Dispatch deputies and detention deputies. He did a report on the openings within the Valley County Road Department. He also presented additional hires that Valley County had made to include Valley County Civil Attorney, legal assistant. The commissioners had questions for Mike to which he responded accordingly regarding recruitment process and suggestions.

Planning & Zoning Director, Cynda Herrick provided the commissioners with an update related to Planning & Zoning Commission matters and reported that there were two planning and zoning commissioners that would be scheduled for reappointment. She advised that there was one individual who was interested in being reappointed and the other individual who was not interested. Cynda reported on the training that she and Lori Hunter attended in Utah and presented the award that was received for the Waterways Management Plan. She presented the short-term rental permitting program and changes that were being seen with sales of short-term rental properties and a few of the properties transitioning into long term rentals.

Recreation Director, Larry Laxson advised that the conditional use permit application should be submitted for the Clear Creek Campground next week. He reported on the process to apply for

the Turkey Track application with the State of Idaho. He presented on the Winter Recreation Group and the controversial subject regarding expansion of Brundage which could impact the grooming program in the area. He presented a brushing project that he would be assisting with on Warren Wagon Road.

Action Item: Recreation Coordinator, Dave Bingaman presented the access easement agreement between Valley County and The Church of Latter-day Saints and discussed the reason for the agreement. Commissioner Thompson made a motion to approve the access easement agreement between Valley County and The Church of Latter-Days Saints. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the access easement agreement between Valley County and The Church of Latter-Day Saints.

Facility Director, Scott Clingan presented the change order from Dalrymple Construction for Valley County Recycling Center Roof which would be a reduction in cost. Chairman Hasbrouck made a motion to approve the change order from Dalrymple Construction for the Valley County Recycling Center Roof. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the change order from Dalrymple Construction for the Valley County Recycling Center Roof.

Facility Director, Scott Clingan presented on the construction of the recycling center roof and advised that it was almost completed. He reported on the grinding of the construction debris and the woody debris at the solid waste transfer site. The commissioners discussed having a workshop with Lake Shore Disposal to discuss the woody debris program in November. He reported on the winter maintenance that was being conducted by the Facility Department. He informed the commissioners that they will have an employee out on medical leave for a few weeks.

Public Relations, McKenzie Kraemer provided the commissioners with an update of social media and the Valley County website. She provided the commissioners with statistics on which pages of the website were being viewed and discussed which postings were being viewed the most. She also talked about the work that she had been conducting regarding the Valley County EMS ballot measures. Chief Deputy Prosecuting Attorney, Brian Oakey advised the commissioners that they need to develop a record retention policy for the Valley County Facebook Page.

Action Item: Road Director, Jeff McFadden presented the amended Valley County Bulk Fuel Delivery Agreement with Connell Oil and explained the amendments that were added. Chief Deputy Prosecuting Attorney, Brian Oakey briefed the commissioners on the amendments. Commissioner Maupin made a motion to approve the amended agreement with Connell Oil. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the amended agreement with Connell Oil.

Road Director McFadden informed the commissioners that the design for new road department building had been reduced to 11,000 square feet because of the fire suppression requirement. He reported on the work that had been done and conversations that still had been taking place with Idaho Power about a possible new transformer location. He reported that the senior mechanic's last day would be on October 27th, 2023, and the commissioners discussed options to fill the position.

Road Director McFadden reported on the road maintenance that had been completed. He reported that he and his assistant planned out the winter maintenance program, but he was concerned that it was going to be a difficult year because of the reduction in staff.

Action Item: Chief Deputy Prosecuting Attorney, Brian Oakey presented the Cascade Community Center Lease. Chairman Hasbrouck provided the commissioners with an update on a conversation he had with the members of the Cascade Senior Center Board. He reported that the Cascade Senior Board had lost their AAA funding and the ability to have a weekly bingo night. He discussed the possibility of other entities who want to utilize the facility and Chief Deputy Prosecuting Attorney Oakey suggested challenges that might occur having separate leases. The commissioners discussed other possible options for the use of the community center and felt that a long-term plan needed to be identified for the use of the building. Commissioner Thompson made a motion to approve the Cascade Community Center Lease. Commissioner Maupin seconded the motion. No further discussion, all in favor Motion passed to approve the Cascade Community Center Lease.

Action Item: Commissioner Maupin made a motion to approve the commissioner meeting minutes of October 16, 2023. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes of October 16, 2023.

Action Item: Commissioner Maupin read into the record Proclamation of November 13-19 National Apprenticeship Week in Valley County. Commissioner Maupin made a motion to approve the Proclamation. Chairman Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve Proclamation

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

The commissioners returned from lunch at 1:27 p.m.

Action Item: Chairman Hasbrouck advised that there were additional claims that needed to be paid as presented by Senior Deputy Auditor, Rheta Clingan. Commissioner Maupin made a motion to approve the additional claims as presented. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the additional claims as presented.

Action Item: IT Director, Jeremy Wilcox presented that he has had several departments that have requested dual monitors. The commissioners deliberated on the proposal and options to purchase dual monitors. Commissioner Maupin made a motion to allow the departments to purchase monitors out of their supply budget. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to allow departments to purchase monitors out of their supply budget.

Action Item: Cameron Aerial with Clearwater Financial presented the Valley County Master Facility Plan and Comprehensive Financial Plan and explained the changes that had been requested and made to both plans. The commissioners discussed many suggestions and proposals for future funding and future design of the facilities discussed in the master facility plan.

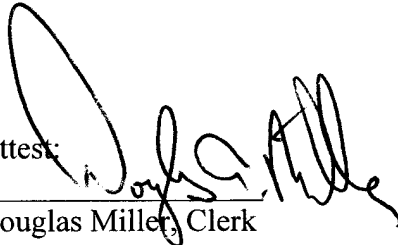
Commissioner Maupin made a motion to approve the Valley County Master Facility Plan and Comprehensive Financial Plan. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the Valley County Master Facility Plan and Comprehensive Plan.

Veteran's Service Officer Jamie Coffee Kelly began the discussion related to whether the position should be a part-time employee or contracted position. She felt that it would be better for her if the position was contracted. The commissioners discussed the creation of a contract and what needed to be included in the proposed contract. She provided the commissioners with statistics regarding full time veterans that reside in the area, but she did not have a breakdown of veterans that she was serving and explained that she would provide that information. She shared how she was interacting with the individuals she was working with, and the commissioners proposed sending her quarterly reports to Chief Deputy Prosecuting Attorney, Brian Oakey to assist with drafting the contract. Jamie Coffee-Kelly suggested that there was code that allows her to have county email and the commissioners requested that Brian Oakey would review the Idaho Code she was referring to. The commissioners advised that they would begin discussion with the civil attorney to create a contract and look at the code she mentioned.

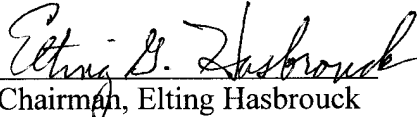
Chairman Hasbrouck made a motion to go into Executive Session per Idaho Code 74-206 1(b)-"To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student."-Personnel Commissioner 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)-Personnel at 3:34 p.m.

Chairman Hasbrouck brought the commissioners out at 5:30 p.m. No decision was made after the Executive Session per Idaho Code 74-206 1(b)-Personnel.

The commissioners adjourned at 5:30 p.m.

Attest: 

Douglas Miller, Clerk



Chairman, Elting Hasbrouck

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VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday October 23, 2023

Valley County adheres to American with Disability Act requirements. If anyone requires accommodation, please contact the County Clerk, Douglas Miller prior to the meeting.

PROPOSED AGENDA Note: Any item(s) in need of a motion will be described in the agenda under the appropriate section.

9:00 Call to Order – Pledge of Allegiance – Approve Agenda

9:05 **Action Item:** Claims, Board Order Claims & Junior College Tuition- Senior Deputy Auditor, Rheta Clingan

9:10 **Elected Official Reports/Discussion**

Assessor – Sue Leeper

Clerk – Doug Miller

Action Item: Sign Federal Financial Report for Abstein Bridge

Sign Warm Lake Snow Groomer Grant Letter of Support

Sign AED Firehouse Subs Grant Application

Sign Woody Biomass Pilot Program Grant with U.S.D.A Forest Service

Federal Financial Report and Progress Report for Woody Biomass Pilot Program Grant

Sign E911 Grant with Idaho Office of Emergency Management

Prosecutor – Brian Naugle

Sheriff – Kevin Copperi

Action Item: Amended Policing Agreement Between Valley County and City of Cascade

Treasurer – Johanna Defoort

Action Item: Approve Reinvestment of ARPA Dollars

Department Head Reports - 5 Minutes each

Building Department – Annette Derrick

Extension Office- Melissa Hamilton

Human Resources/Risk Management – Mike Savoie

Information Technology – Jeremy Wilcox

Planning and Zoning-Cynda Herrick
Parks and Recreation- Larry Laxson
Action Item: Approve Access Easement Agreement Between Valley County and The Church of Latter-day Saints

10:30 Buildings and Grounds / Solid Waste- Scott Clingan
Action Item: Change Order from Dalrymple Construction Services for Valley County Recycling Center Roof

10:45 Public Relations Presentation – McKenzie Kraemer

11:00 Road & Bridge Presentation- Jeff McFadden
Action Items: Sign Amended Valley County Bulk Fuel Delivery Agreement with Connell Oil, Inc.

11:30 **Action Item:** Approve and Sign Cascade Community Center Lease

11:45 Commissioner Discussion
Action Items: Meeting Minutes of October 16, 2023
Proclaim November 13-19 National Apprenticeship Week in Valley County

12:00 Recess for Lunch

1:30 **Action Item:** Discussion/Decision IT Director, Jeremy Wilcox to Allow One-Time Expenditure Out of Department’s Supply Budgets for IT Equipment

2:00 **Action Item:** Approval of Valley County Master Facility Plan and Comprehensive Financial Plan

3:00 **Action Item:** Discussion/Decision Regarding Veteran’s Service Officer to be Part Time Employee or Contractor

3:30 **Action Item:** 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

Opportunity for General Public to Present to Commissioners

Adjourn

COMMISSIONERS FUTURE MEETING DATE
Monday November 1, 2023