

Valley County Board of Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
January 22, 2024**

PRESENT: **ELTING HASBROUCK (CHAIRMAN)**
 SHERRY MAUPIN (COMMISSIONER)
 NEAL THOMPSON (COMMISSIONER)
 GABRIELLE KNAPP (FOR CLERK)

Chairman, Elting Hasbrouck led the Pledge of Allegiance.

Action Item: Chairman Hasbrouck presented the commissioners' agenda for January 22, 2024. Commissioner Maupin made a motion to amend the agenda and approve the commissioners' agenda for January 22, 2024. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to amend and approve the commissioners' agenda for January 22, 2024.

Senior Deputy Auditor, Rheta Clingan presented the claims, board order claims to the commissioners. The commissioners had questions on the claims and board order claims that were presented and Senior Deputy Auditor, Rheta Clingan responded accordingly.

Fiscal Year 2024 Claims

General Fund	\$114,973.89
Road & Bridge	\$72,993.24
District Court	\$1,805.92
Junior College Tuition	\$1,350.00
Clerks Trust	\$712.01
Revaluation	\$1,383.24
Solid Waste	\$23,922.28
Waterways	\$61.20
McCall Donnelly Snowmobile	\$3,209.21

Board of County Commissioners Meeting
January 22, 2024
Page 1

Cascade Warm Lake Snowmobile \$1,309.78
Smiths Ferry Snowmobile \$984.97

Total: **\$222,705.74**

Action Item: Commissioner Thompson made a motion to approve the claims except invoice 2439. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the claims and board order claims except invoice 2439.

Assessor Sue Leeper gave an update on matters involving the Assessor's Office. She discussed a workshop she would like to have with the commissioners.

Prosecuting Attorney, Brian Naugle gave an update on matters involving the Prosecuting Attorney's Office.

Action Item: Sheriff, Kevin Copperi reported the numbers of jail inmates and staffing levels. He explained to the commissioners that he plans to hire a part-time background employee. Sergeant Turner presented the Idaho Departments of Parks and recreation County Vessel Fund Reporting & Remittance form and request for retention of County vessel funds for fiscal year 2023. Commissioner Maupin made a motion to approve Idaho Departments of Parks and recreation County Vessel Fund Reporting & Remittance form and request for retention of County vessel funds for fiscal year 2023. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve Idaho Departments of Parks and recreation County Vessel Fund Reporting & Remittance form and request for retention of County vessel funds for fiscal year 2023.

Treasurer Johanna Defoort provided the commissioners with an update on activities in the treasurers office.

Extension Director, Melissa Hamilton gave an update on all activities at the extension office. She presented James Elmore, Digital Economy with AMERICOR.

Human Resource Director, Mike Savoie presented on the recruitment of employees for Valley County and reported on the continued hires for employees of the Valley County Road Department.

Action Item: IT Director, Jeremy Wilcox provided the commissioners with an update on Tyler with the building and Planning and Zoning department. He gave the commissioners an update on other projects. The commissioners discussed purchasing extra equipment for the new wildfire employee. Commissioner Maupin made a motion to approve the purchase of equipment for Mara Halevik from the grant funding. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the purchase of equipment for Mara Halevik from the grant funding.

Planning & Zoning Director, Cynda Herrick provided the commissioners with the request for entry badges for planning and zoning commissioners. Chairman Hasbrouck made a motion to approve issuing entry badges for planning and zoning commissioners for Planning and Zoning meetings only. No further discussion, all in favor. Motion passed to approve issuing entry badges

for planning and zoning commissioners for Planning and Zoning meetings only. Cynda gave the commissioners an update on her department.

Action Item: Recreation Director, Larry Laxson gave the commissioners an update on the recreation department. Larry requested the commissioners sign a commitment letter for Granite Goose project. Commissioner Thompson made a motion to approve signing commitment letter for granite goose project. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve signing commitment letter for granite goose project. Larry also asked the commissioners to approve the Idaho Department of Parks and Recreation Snowmobile Fund Form for Fiscal Year 2023. Commissioner Thompson made a motion to approve the Idaho Department of Parks and Recreation Snowmobile Fund Form for Fiscal Year 2023. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Idaho Department of Parks and Recreation Snowmobile Fund Form for Fiscal Year 2023.

Action Item: Planning and Zoning Director, Cynda Herrick presented the commissioners the McCall Landing Subdivision final plat. Commissioner Maupin made a motion to approve the final plat for McCall Landing Subdivision; acknowledge the declaration of private roads for McCall landing subdivision; validate Sunbridge DR as a private road that will be added to the official road name list for Valley County; acknowledge the declaration of installation of utilities; accept the financial guarantees as adequate, which includes the prepayment to Idaho Power and the McCall Landing Subdivision Escrow Account Agreement in the amount of \$378,055.79, acknowledge the CCR's and, authorize the chairman to sign the financial guarantee documents and the plat. This motion is made with the understanding: that building permits will not be issued until the following has occurred: roads are completed according to approved plans as evidence by a letter from the developer's engineering certifying roads were constructed according to approved plans. That the fire pump has been inspected by McCall Fire and they have submitted a letter to Planning and Zoning stating the pump is approved and the shared driveway is constructed to fire code. Utilities have been installed. That this subdivision fronts on State Highway 55 and Valley County has no responsibility thereto. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed.

Facility Director, Scott Clingan gave the commissioners an update on the facilities department and solid waste department.

Action Item: Road Director, Jeff McFadden asked the commissioners to sign insight architects, P.A.'s conditional use permit application. Chairman Hasbrouck made a motion to approve Insight Architects, P.A.'s conditional use permit application. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve insight architects, P.A.'s conditional use permit application. He also provided the commissioners with an update of the road department.

Action Item: Veteran's Service Officer, Jamie Coffee Kelly was here to request the commissioners approve professional service agreement. She also requested an increase in her monthly compensation. The commissioners have not received the final contract from the prosecutor's office so the commissioners need to postpone the approval of the contract. However, they had her give the justification for the request for a hire contribution. She asked to go from \$600 a month to \$800 a month. The commissioners set this item on February 5, 2024 at 11:30 am.

Action Item: Chairman Hasbrouck presented the commissioner meeting minutes of January 16, 2024. Commissioner Thompson made a motion to approve the commissioner meeting minutes of January 16, 2024. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes of January 16, 2024.

The commissioners recessed for lunch at 11:45 a.m.

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

Amalia Baldwin came before the commissioners to talk about a boarder project she could do.

Action Item: Grant Writer, Kenzie Castor presented the letter of support for Valley County Parks and Recreation Grant for skid steer and trailer. Commissioner Maupin made a motion to approve the letter of support for Valley County Parks and Recreation Grant for skid steer and trailer. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the letter of support for Valley County Parks and Recreation Grant for skid steer and trailer.

Action Item: Grant Writer, Kenzie Castor presented the letter of support for Valley County Parks and Recreation grant for Gordon Titus parking lot expansion. Commissioner Thompson made a motion to approve the letter of support for Valley County Parks and Recreation grant for Gordon Titus parking lot expansion. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the letter of support for Valley County Parks and Recreation grant for Gordon Titus parking lot expansion.

Action Item: Grant Writer, Kenzie Castor presented the letter of support for Valley County Parks and Recreation grant for vault toilet and picnic tables at Clear Creek Recreation parking area. Commissioner Maupin made a motion to approve the letter of support for Valley County Parks and Recreation grant for vault toilet and picnic tables at Clear Creek Recreation parking area. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the letter of support for Valley County Parks and Recreation grant for vault toilet and picnic tables at Clear Creek Recreation parking area.

Action Item: Grant Writer, Kenzie Castor presented the letter of support for Valley County Sheriff's Office grant for jet boat. Commissioner Thompson made a motion to approve the letter of Support for Valley County Sheriff's Office grant for jet boat. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the letter of support for Valley County Sheriff's Office grant for jet boat.

Action Item: Grant Writer, Kenzie Castor presented the submission of off-road motor vehicle fund application. Commissioner Maupin made a motion to approve the submission of off-road motor vehicle fund application. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the submission of off-road motor vehicle fund application.

Action Item: Grant Writer, Kenzie Castor presented the submission of recreational road & bridge fund application. Commissioner Thompson made a motion to approve submission of recreational road & bridge fund application. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve submission of recreational road & bridge fund application.

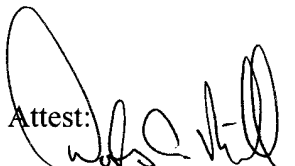
Action Item: Grant Writer, Kenzie Castor presented the submission of recreational trails program application. Commissioner Maupin made a motion to approve the submission of recreational trails program application. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the submission of recreational trails program application.

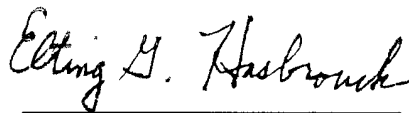
Action Item: Grant Writer, Kenzie Castor presented the woody biomass project performance report and federal financial report. Commissioner Maupin made a motion to approve the woody biomass project performance report and federal financial report. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the woody biomass project performance report and federal financial report.

Action Item: Commissioner Thompson 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 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(b)-Personnel at 1:59 p.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(b)-Personnel at 3:32 p.m. No action was taken after the executive session.

Meeting Adjourned at 3:32 p.m.

Attest:

Douglas Miller, Clerk


Chairman, Elting Hasbrouck

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VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday January 22, 2024

Valley County adheres to ADA requirements. If anyone requires an 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

Prosecutor – Brian Naugle

Sheriff – Kevin Copperi

Action Item: Approve Idaho Department of Parks and Recreation County Vessel Fund Reporting & Remittance Form and Request for Retention of County Vessel Funds for Fiscal Year 2023

Treasurer – Johanna Defoort

Department Head Reports - 5 Minutes each

Building Department – Annette Derrick

Court Services

Extension Office- Melissa Hamilton

Human Resources/Risk Management – Mike Savoie

Information Technology – Jeremy Wilcox

Planning and Zoning-Cynda Herrick

Action Item: Request for ID/Entry Badges for Planning & Zoning Commissioners

Parks and Recreation- Larry Laxson

Action Item: Sign Commitment Letter for Granite Goose Project
Approve Idaho Department of Parks and Recreation Snowmobile Fund Form for Fiscal Year 2023

- 10:30 **Action Item:** McCall Landing Subdivision - Final Plat
- 10:45 Buildings and Grounds / Solid Waste- Scott Clingan
- 11:00 Road & Bridge Presentation- Jeff McFadden
Action Item: Sign Insight Architects, P.A.'s Conditional Use Permit Application – Fee Proposal
- 11:30 **Action Item:** Approve Professional Service Agreement with Veteran's Service Officer Jamie Coffee Kelly and Discussion/Decision for Increase to Monthly Compensation
- 11:55 Commissioner Discussion
Action Items: Meeting Minutes of January 16, 2024
- 12:00 Recess for Lunch
- 1:00 Discuss Scope of Work with Historical Research Associates- Amalia Baldwin
- 1:45 **Action Items:** Sign Letter of Support for Valley County Parks and Recreation Grant for Skid Steer and Trailer
 Sign letter of Support for Valley County Parks and Recreation Grant for Gordon Titus Parking Lot Expansion
 Sign Letter of Support for Valley County Parks and Recreation Grant for Vault Toilet and Picnic Tables at Clear Creek Recreation Parking Area
 Sign Letter of Support for Valley County Sheriff's Office Grant for Jet Boat
 Approve Submission of Off-Road Motor Vehicle Fund Application
 Approve Submission of Recreational Road & Bridge Fund Application
 Approve Submission of Recreational Trails Program Application
 Sign Woody Biomass Project Performance Report and Federal Financial Report – Grant Writer, Kenzie Castor
- 2:00 **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"- Personnel

Opportunity for General Public to Present to Commissioners

Adjourn

COMMISSIONERS FUTURE MEETING DATE
 Monday February 5, 2024