

Valley County Board of County Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
April 27, 2020**

**PRESENT: DAVE BINGAMAN (COMMISSIONER)
SHERRY MAUPIN (COMMISSIONER)
ELTING HASBROUCK (CHAIRMAN)
DOUGLAS MILLER (CLERK)**

Chairman, Elting Hasbrouck called the commissioner meeting to order at 9:00 a.m.

Commissioner, Dave Bingaman led the Pledge of Allegiance.

Chairman Hasbrouck presented the commissioners' agenda for April 27, 2020. Commissioner Bingaman made a motion to approve the commissioners' agenda for April 27, 2020. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for April 27, 2020.

Senior Deputy Auditor, Kalyn Mauk presented the commissioners with Fiscal Year 2020 Claims and Board Order Claims.

Fiscal Year 2020 Claims

General Fund	\$54,860.78
Road & Bridge	\$75,554.87
District Court	\$778.40
Indigent & Charity	\$210.00
Revaluation	\$21.89

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Solid Waste	\$87,496.56
Waterways	\$73.70

Board Orders:

Title III Trust	\$5,898.48
PILT Trust	\$480.36

Total:	<hr/> \$225,375.04
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Commissioner Maupin made a motion to approve the claims and board order claims as presented for April 27, 2020. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the claims and board order claims as presented for April 27, 2020.

Assessor, June Fullmer informed the commissioners that the Department of Motor Vehicles would be in training sessions and she provided a list of who would be attending the training with Idaho Department of Motor Vehicle. She advised that the new system for Idaho Department of Parks & Recreation pass had not rolled out but individuals seeking passes could purchase from other local vendors. She advised that Dee Dee Gossi would be conducting certification of values and Jennifer Morgan was finishing up assessments of her areas. She presented that there would be a need for a mapping certification but the instructor resides in Ada County which might delay the training to take place.

Clerk, Douglas Miller provided the commissioners with an overview of matters involving the Clerk's Office.

Prosecuting Attorney, Carol Brockmann reported on the new schedule for the Valley County Courts and explained that the decision was made by the Idaho Supreme Court. She discussed the resetting of preliminary hearings and jury trials. She also presented on a transition plan for the Valley County Prosecuting Attorney's Office in order to return staff to the courthouse. She also discussed that she had planned for contingency plan if there was a need for conflict prosecuting attorney and she further discussed how she would more effectively utilize her staff to assist with other departments if needed. There was discussion with the commissioners regarding scanning of documents at the Valley County Road Department.

Sheriff, Patti Bolen advised the commissioners that the Sheriff's Office had begun working on their transition plan. She informed the commissioners that the Sheriff's Office had been receiving inquiries about opening up for the Idaho Star Card, concealed weapons permits and sex offender registration. IT Director, David Crawford presented on scheduling software that the IT Department was working on to roll out to departments to assist with scheduling appointments for the general public to make appointments. She presented on a few accidents that occurred on over the weekend. She also discussed the deputies that were potential exposed

to an Idaho State Trooper who had tested for COVID-19 and presented on the incident which required those deputies to come in contact with the trooper.

Chief Deputy Treasurer, Ashlie Gifford presented the renewal agreement for Billing Document Specialists. She also informed the commissioners that there were 44 properties that were still in the tax deed process. Commissioner Bingaman made a motion to approve the renewal agreement with Billing Document Specialists. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the renewal agreement with Billing Document Specialists.

Commissioner Bingaman provided a recap of the recycling plan that was presented to the City of McCall at the city council meeting. He explained that Beau Beck with Pro Recycling would be presenting to the Valley County Commissioners on May 7, 2020. He also explained that the AC/VC Group would like to be more involved with the recycling program in Valley County. He advised that there was another meeting with the City of Cascade Council on April 27, 2020.

Building Official, Annette Derrick informed the commissioners that she has brought her staff back into the office because the Building Department was receiving several building plans. She provided an overview of the inspections that she had conducted and the plans that had been received.

Court Services Director, Skip Clapp presented on the juveniles that were arrested on burglary charges but were released on a conditional release plan. He informed the commissioners that the juvenile detention fund would be over expended and the commissioners would need to discuss during budget preparation. He informed the commissioners about the online training that had been occurring with probation staff.

University of Idaho Extension Educator, Melissa Hamilton informed the commissioners about work that she had been conducting and presented on an award that she had received. She advised that she had completed the last master gardener program the past weekend and there would be a final exam being prepared. She presented the 2019-2020 MOU Agreement for the University of Idaho Extension Office. Prosecuting Attorney, Carol Brockmann advised that the commissioners wanted to review the staffing and funding from 2019-2020 but needed to determine what level of support the commissioners wanted to provide in the future. Chairman Hasbrouck would like another opportunity to discuss the budget with the University of Idaho Extension Office. Commissioner Maupin felt that the commissioners should sign the 2019-2020 MOU Agreement with University of Idaho Extension Office. Commissioner Bingaman agreed that the commissioners should consider the 2019-2020 MOU Agreement. Commissioner Maupin made a motion to approve the 2019-2020 MOU Agreement with the University of Idaho. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the 2019-2020 MOU Agreement with the University of Idaho.

University of Idaho Extension Educator, Melissa Hamilton continued her presentation to the commissioners regarding the University of Idaho Extension Office. The commissioners congratulated Melissa on a runner up status that she had presented on.

Human Resource Director, Pat Duncan presented to the commissioners that she had been working with Elected Officials and Department Heads regarding transition plans. There was discussion related to the Governor's Order on travel restrictions only for essential travel until May 31, 2020. She briefly presented on the request from Road Superintendent, Jeff McFadden to create an Assistant Superintendent Position and provided an overview of why the position was needed.

The commissioners turned their discussion related to the Governor's Order regarding travel within the State of Idaho. There was debate on how the travel restrictions affected Valley County Employees. The commissioners then discussed the reopening of the Valley County Courthouse and how individuals will be protecting themselves to minimize exposure.

IT Director, David Crawford reported that the IT Department was moving forward with rolling out Office 365 Software and advised that the target date would be May 15, 2020. He advised that he had been evaluating software for continued scanning and he has had the time to work with departments regarding video and teleconference meetings. He presented on connectivity issues that the IT Department had been trying to resolve. He also discussed that he had been working on budget preparations for Fiscal Year 2021. David presented to the commissioners regarding the need for increased bandwidth and the cost associated with the possibility of increasing bandwidth in Valley County. Commissioner Maupin reported on a meeting that her and IT Director had regarding bringing in broadband fiber. He reported that the IT Department had moved a few employees over to the EOC Building.

Planning & Zoning Administrator, Cynda Herrick reported that McCall Charter School had withdrawn their application and she was requesting that half of the permit fee be reimbursed. She presented that she would be attending the National Planning Conference but it would all be done online. She advised that the Waterways Way Ordinance notification regarding public hearing would be in The Star News.

Recreation Director, Larry Laxson advised that there was an agreement on the South Fork Ramp and he provided information to the commissioners regarding the agreement. He advised that the EA would be coming out for East Fork of the South Fork. He believed that by tomorrow he should have the consensus report regarding the impact of wolverines related to the use of snowmobiles. He would like a support letter from the Valley County Board of Commissioners. He discussed the protocol that he was working on related to the money tubes for the Cabarton Ramp and Wellington Park. Larry discussed the ability to purchase fuel and he presented that he would like to find a location to store fuel. Larry advised that he would be bringing on a few employees for spring maintenance. The commissioners advised that they need Larry to focus on having a money tube for all recreation areas.

Grant Writer, Mary Rosen submitted her report to the commissioners via email and a copy of her report would be appended to the commissioner meeting minutes.

Road Superintendent, Jeff McFadden provided the commissioners with an overview of the Road Department transition plan. Jeff discussed the request to create an Assistant Superintendent Position and provided an explanation of why he felt that it would be more beneficial to have an assistant. Human Resource Director, Pat Duncan provided her input to the commissioners and explained that a job description had been created with the position being

taken through the point factor analysis. The commissioners would like to see a complete analysis done of all of the positions within the Road Department before a decision could be made. He reported that Valley County opened the road from Francie Wallace to Fischer Creek Bridge. He provided an estimate of what it would cost to plow to Warren and Secesh. The commissioners advised that they did not want any additional funds spent on removing the snow to Warren and Secesh. Jeff reported that the surveying was being conducted for the Warren Wagon Project. Jeff advised that he received a quote for a bridge from Big R for a project in Yellow Pine. He advised that Grant Writer, Mary Rosen was currently working on a grant for the cost of the bridge and installation. Jeff reported on an issue with a bridge in the back country that might have damage because of the earthquake and he advised that ITD had been notified. He explained that the bridge was not accessible currently but he was made aware from an individual who resides in the backcountry. He discussed the Day Star Right of Way and presented that there are several properties that have landscaping in the right of way. Prosecuting Attorney, Carol Brockmann advised that there had been letters sent to the residents indicating that the landscaping was in the Valley County right of way.

Jeff presented the credit application for Mountain View Equipment. Commissioner Bingaman made a motion to approve the credit application for Mountain View Equipment. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the credit application for Mountain View Equipment

Chairman Hasbrouck advised that the commissioners were going to move to the matter for 11:30 a.m. related to the Petition for Reconsideration in the matter of the appeal from the Approval of conditional Use Permit No-19-32 and the findings of fact and conclusions of law before the Valley County Board of County Commissioners. Prosecuting Attorney, Carol Brockmann provided an overview of the reason for the reconsideration. Planning & Zoning Administrator, Cynda Herrick presented her opinion to the commissioners and believed that the commissioners should approve a reconsideration. The attorney for Knife River and the attorney for the other parties made comments to the commissioners. Prosecuting Attorney, Carol Brockmann would recommend to the commissioners that they allow the attorney for the original appellant to submit written response to the commissioners by May 4th, 2020, regarding the petition for reconsideration.

Commissioner Maupin made a motion to convene as the Valley County EMS Board at 11:58 a.m. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to convene as the Valley County EMS Board.

Commissioner Maupin made a motion to set the Public Hearing for the Fiscal Year Budget 2021 for Valley County EMS on August 24, 2020, at 2:00 p.m. at the Valley County Courthouse 219 North Main Street, Cascade, Idaho. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to set the Public Hearing for the Fiscal Year 2021 Budget Presentation for Valley County EMS on August 24, 2020, at 2:00 p.m. at the Valley County Courthouse 219 North Main Street, Cascade, Idaho.

Chairman Hasbrouck brought the commissioners out of the Valley County EMS Board to reconvene as the Valley County Board of County Commissioners at 12:04 p.m.

The commissioners recessed for lunch at 12:05 p.m.

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

Chairman Hasbrouck reconvened the commissioner meeting at 1:00 p.m. and introduced District Director, Russell Duke from Central District Health to conduct the presentation related to funding of Central District Health. Director Duke reviewed the budget for Central District Health and how the funding is expended. A copy of the budget and expense report will be appended to the commissioner meeting minutes. He presented on a new nurse practitioner Ms. Laura Symanckie. He also presented on the Valley County Opioid Response Team and Commissioner Maupin advised that she was currently on the committee. There was discussion regarding a grant that was applied for to be used for the Opioid Response Project and Director Duke advised that he would let Valley County know if that grant had been approved. He presented on the Valley County data sheet which will also be appended to the commissioner meeting minutes. The commissioners had the ability to ask Director Duke about services within Valley County and questions related to COVID-19. Commissioner Maupin also asked questions regarding septic permit applications and the requirements that are required. Director Duke provided guidance related to the requirements of Valley County and concluded his presentation to the commissioners.

Commissioner Hasbrouck opened the Public Hearing at 2:03 p.m. regarding Title 2 Chapter 1-4 Building Regulations and requested a staff report from the City of McCall.

Michelle Groenevelt with City of McCall provided a staff report to the commissioners. She also introduced Ms. Diane Kushlan who also provided information to the commissioners.

City of McCall Building Official, John Powell also presented to the commissioners regarding Title 2 Chapter 1-4 Building Regulations.

Prosecuting Attorney, Carol Brockmann voiced concerns about a portion of the proposed ordinance regarding what type of board would hear appeals. The commissioners had concerns regarding the appeal process and requested modifications to the proposed ordinance related to Title 2 Chapter 1-4 Building Regulations. Commissioner Maupin also had concerns regarding how an individual could appeal a ruling.

Building Official, John Powell provided input to the commissioners regarding who would hear appeals of denials within the impact area. Planning & Zoning Administrator, Cynda Herrick presented that the Planning & Zoning Commission and the Building Appeal Board was a different board created by using professionals. She felt that it should be a joint appointment of Valley County and City of McCall professionals.

Michelle Groenevelt believed that it should also be a joint board between Valley County and City of McCall. City of McCall Building Official, John Powell referred to Idaho Code and Building Code.

Prosecuting Attorney, Carol Brockmann had concerns with the snow load requirements that were being proposed in the ordinance that was submitted. Building Official, Anne Derrick informed the commissioners what the existing snow load requirements were in Valley County.

Prosecuting Attorney, Carol Brockmann again commented on her concerns regarding the appeal process and snow load requirements.

The commissioners advised that they would like the City of McCall to rework the proposed Ordinance for Title 2 Chapter 1-4 Building Regulations. Chairman Hasbrouck had questions regarding a portion of the proposed ordinance related to ice dams. McCall Building Official, John Powell provided an overview of how the process and wording was developed. Michelle Groenevelt reported to the commissioners that they have had complaints from homeowners regarding the numerous amounts of ice dams and requested that it was addressed in the proposed ordinance. Chairman Hasbrouck also commented related to the hours of operation.

Michelle Groenevelt commented on the hours of operation requirements. Prosecuting Attorney, Carol Brockmann believed that there was an existing Valley County Ordinance related to hours of operation.

Commissioner Maupin made a motion to table Title 2 Chapter 1-4 Building Regulations to May 4, 2020, at 10:30 a.m. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to table Title 2 Chapter 1-4 Building Regulations to May 4, 2020, at 10:30 a.m.

Chairman Hasbrouck opened the Public Hearing for Title 3 Chapter 20 Historic Preservation at 3:04 p.m. and asked for a staff report.

Michelle Groenevelt with the City of McCall and Diane Kushlan provided a staff report to the commissioners.

Chairman Hasbrouck asked a definition of historic preservation. Diane referred the commissioners to a certain section and described the process to the commissioners. Chairman Hasbrouck had concerns that it did not reflect in the proposed ordinance that it was a volunteer program. Commissioner Maupin referred to 3.2.100 regarding historic designations.

Planning & Zoning Administrator, Cynda Herrick reported that the Historic Preservation Committee in the proposed ordinance was just appointed by the City Mayor and there was no reference to being appointed by the Valley County Commissioners. Prosecuting Attorney, Carol Brockmann also voiced her opinion to the commissioners regarding who has appointment authority to committees according to the proposed ordinance. Diane Kushlan made recommendations for additional wording to add that the Valley County Commissioners have appointment authority.

Commissioner Bingaman made a motion to approve the Proposed Ordinance Title 3 Chapter 20 Historic Preservation with the proposed amendments. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve Title 3 Chapter 20 Historic Preservation with the proposed amendments.

Chairman Hasbrouck closed the Public Hearing at 3:30 p.m.

Chairman Hasbrouck opened the Public Hearing for Title 3 Chapter 19 Wireless Communication Facilities at 3:31 p.m. and asked to hear a staff report.

Michelle Groenevelt and Diane Kushlan provided a staff report to the commissioners.

Chairman Hasbrouck asked if the proposed ordinance would impact operations of Ham Radios. Commissioner Maupin asked about the prior Public Hearings that had taken place regarding the telecommunication towers. Michelle Groenevelt provided a response to the commissioners.

Commissioner Maupin made a motion to approve Title 3 Chapter 19 Wireless Communications Facilities. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve Title 3 Chapter 19 Wireless Communication Facilities.

Chairman Hasbrouck began the discussion related to the COVID-19 Transition Plan for Employees and General Public for Access to Valley County Courthouse. The Elected Officials and Department Heads made comments to the commissioners regarding the proposed COVID-19 Transition Plan for Employees and General Public for access to the Valley County Courthouse. The commissioners believed that the larger discussion should be for transitioning the general public back into the Valley County Courthouse. The commissioners also discussed allowing all employees to return to work by May 4, 2020 but believed that there needed to be a greater conversation regarding the opening of the Valley County Courthouse to the general public. Pat provided an overview of a transition plan for the general public and proposed that the Valley County Courthouse might be allowed to open to the general public by May 18, 2020.

Chairman Hasbrouck presented the commissioner meeting minutes from April 20, 2020. Commissioner Maupin made a motion to approve the commissioner meeting minutes from April 20, 2020. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes from April 20, 2020.

Commissioner Maupin presented on the SRS-PILT Support Letter and advised that no action should be taken because the commissioners were past the time frame that the matter would be heard.

Commissioner Bingaman 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 Code"-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 4:15 p.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(d)-Indigent & Charity at 4:25 p.m.

Decision after Executive Session per Idaho Code 74-206 1(d)-Indigent & Charity

20-JC093
20-DM059

Approval
Amended Denial

The commissioners adjourned at 4:27 p.m.

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Elting G. Hasbrouck
Chairman, Elting Hasbrouck

Attest:
Douglas A. Miller
Douglas Miller, Clerk

Valley County Board of County Commissioners

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VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday April 27, 2020

On March 13, 2020, Governor Brad Little issued an emergency proclamation for the State of Idaho in response to the coronavirus (COVID-19). On March 18, 2020, the Governor issued further guidance suspending, in part, Idaho's Open Meeting Law Requirements. In an effort to minimize possible public exposure, the Valley County Board of County Commissioners will continue to hold regular Commissioner meetings, but they will be closed to public attendance. In an effort to promote full transparency the meetings will be live streamed and may be viewed by accessing the Valley County web site at www.co.valley.id.us There will be prompts at that site to guide you to the live stream. If a member of the public wishes to make a public comment about any of the matters pending, please contact the Valley County Clerk, Douglas Miller at 208-382-7102 to make those arrangements."

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, K.C. Mauk

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

Assessor – June Fullmer

Clerk – Doug Miller

Prosecutor – Carol Brockmann

Sheriff – Patti Bolen

Treasurer – Gabe Stayton

Action Item: Customer Service Agreement with Billing Document Specialists

Department Head Reports - 5 Minutes each

Solid Waste- Gabe Stayton

WICAP

Building Department – Annette Derrick

Court Services – Skip Clapp

Extension Office- Melissa Hamilton

Action Item: 2019-2020 MOU Agreement for the University of Idaho Extension

Human Resources/Risk Management – Pat Duncan

Information Technology – David Crawford

Planning and Zoning-Cynda Herrick

Parks and Recreation- Larry Laxson
Grant Writer – Mary Rosen

- 10:30 Road & Bridge Presentation- Jeff McFadden
Action Item: Creation of Assistant Superintendent Position
Credit Application for Mountain View Equipment
- 11:00 **Action Item:** 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 Code”-Indigent & Charity
- 11:15 **Action Item:** Convene as Valley County EMS Board to Set Public Hearing Date for Fiscal Year 2021 Budget
- 11:30 **Action Item:** Petition for Reconsideration in the Matter of The Appeal from the Approval of Conditional Use Permit No 19-32 and the Findings of Fact and Conclusions of Law Before the Valley County Board of County Commissioners
- 12:00 Recess for Lunch
- 1:00 Central District Health Presentation-District Director, Russell Duke
- 2:00 **Public Hearing/Action Items:** Title 2 Chapter 1-4 Building Regulations
Title 3 Chapter 20 Historic Preservation
Title 3 Chapter 19 Wireless Communication Facilities

If any member of the general public would like to make comment related to the matter listed above please contact the Valley County Clerk, Douglas Miller at 208-382-7102 for the teleconference number.

- 3:30 **Action Item:** COVID-19 Transition Plan for Employees and General Public for Access to Valley County Courthouse
- 4:00 **Action Item:** Approval of Commissioner Meeting Minutes from April 20, 2020
Approval of SRS-PILT Support Letter
- 4:15 Opportunity for General Public to Present to Commissioners

Adjourn

COMMISSIONERS FUTURE MEETING DATE
Monday May 4, 2020