

Valley County Board of County Commissioners

PO Box 1350 • 219 N Main Street
Cascade, Idaho 83611-1350



Phone (208) 382-7100
Fax (208) 382-7107

ELTING G. HASBROUCK
Chairman of the Board
ehasbrouck@co.valley.id.us

DAVID H. BINGAMAN
Commissioner
dbingaman@co.valley.id.us

SHERRY MAUPIN
Commissioner
smaupin@co.valley.id.us

DOUGLAS A. MILLER
Clerk
dmiller@co.valley.id.us

**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
December 14, 2020**

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

Commissioner, Dave Bingaman led the Pledge of Allegiance.

Chairman Hasbrouck presented the commissioners' agenda for December 14, 2020. Chairman Hasbrouck advised that Assessor, June Fullmer requested another value cancellation needed be added to the agenda. Commissioner Bingaman made a motion to approve the commissioners' agenda for December 14, 2020, with the addition of the request made by Assessor, June Fullmer to add another value cancellation. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for December 14, 2020, with the addition of Value Cancellation #17.

Senior Deputy Auditor, Kalyn Mauk presented the commissioners with Fiscal Year 2021 claims, and board order claims.

Fiscal Year 2021 Claims

General Fund	\$171,471.18
Road & Bridge	\$213,997.53
District Court	\$1,568.08

Board of County Commissioners Meeting
December 14, 2020
Page 1

Revaluation	\$357.34
Solid Waste	\$184,909.71
Weeds	\$633.20
Waterways	\$16.53
McCall Donnelly Snowmobile	\$622.20
Cascade-Warm Lake Snowmobile	\$606.64
Smiths Ferry Snowmobile	\$219.28

Board Order

Sheriff Capital Equipment Fund	\$3,750.00
Interlock Device Fund	\$79.95

Total: \$578,231.64

Commissioner Maupin made a motion to approve the claims and board order claims as presented for December 14, 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 December 14, 2020.

Assessor, June Fullmer presented three cancellation of value requests. She first presented on cancellation #17 which was a value cancellation for the Donnelly Library District. Commissioner Bingaman made a motion to approve cancellation #17. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve value cancellation #17 for the Donnelly Library District.

Assessor Fullmer presented value cancellation #20 RP12N04E053404 and provided an explanation of the value cancellation request. Commissioner Maupin made a motion to approve value cancellation #20 for parcel RP12N04E053404. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve value cancellation #20 for parcel RP12N04E053404.

Assessor Fullmer presented value cancellation #21 for parcel RPM03980020210 and provided an explanation of the value cancellation request. Commissioner Bingaman made a motion to approve value cancellation #21. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the value cancellation #21 for parcel RPM03980020210.

Assessor Fullmer informed the commissioners regarding the staffing situation of the Department of Motor Vehicles Registration Office. The commissioners asked questions to Assessor Fullmer regarding the staffing of the appraisers and Assessor Fullmer provided an overview of the current staffing figures.

Clerk, Douglas Miller presented the Fiscal Year 2020 County Vessel fund. Commissioner Bingaman made a motion to approve the Fiscal Year 2020 County Vessel Fund and the financials for the Snowmobile Program. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Fiscal Year 2020 County Vessel Fund and

Board of County Commissioners Meeting

December 14, 2020

Page 2

the financials for the Snowmobile Program. Clerk Miller provided the commissioners with an overview of operations for the Clerk's Office and operations for the Courts. He also informed the commissioners about the deadline of December 11, 2020, for Valley County to submit for CARES Act funding related to expenditures that were not budgeted but necessary because of COVID-19. He explained that Valley County followed the guidance provided by the Idaho State Treasury Office and submitted an additional \$45,000 in reimbursement requests.

Sheriff, Patti Bolen presented the revised contract with Cascade Medical Clinic agreement. Chairman Hasbrouck made a motion to approve the revised contract with Cascade Medical Clinic. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed. Sheriff Bolen reported that the Sheriff's Office was busy responding to slide offs over the weekend.

Treasurer, Gabe Stayton informed the commissioners about the tax collections for Tax Year 2020 and a few challenges that had occurred as well as the corrections that needed to be made. He presented on additional challenges that had occurred related to a server update that had occurred during the middle of the day. He advised that he received notice from Chief Deputy Treasurer, Ashlie Gifford that she her last day would be on January 8, 2021.

Building Official, Annette Derrick informed the commissioners that there had been 367 building permits outstanding since the beginning of the year. She reported that the Building Department conducted nine inspections on December 11, 2020. She reported on the new Idaho Code related to building inspections that would be in effect as of January 1, 2021. She presented on the completions of the restaurant at Tamarack Resort. She provided the commissioners with an overview of the current staffing of the Building Department.

University of Idaho Extension Educator, Melissa Hamilton provided the commissioners with an overview of the current staffing of the University of Idaho Extension Office. She provided the commissioners with an overview of the programming that she had been involved with. She presented on the Blackfoot Community review process. She discussed the master gardener winter meeting that would be occurring via a virtual meeting. She presented on programs that Alysson Stats would be developing and assisting with. She further presented on the current staffing of the University of Idaho Extension Office. Commissioner Maupin disclosed that Andrew Mentzer, Executive Director of the West Central Economic Develop Council would not be renewing his contract.

Court Services Director, Skip Clapp presented the Idaho Department of Juvenile Corrections Annual Juvenile Justice report for the commissioners to review and approve. The commissioners had the opportunity to ask questions to Director Clapp related to the statistics that were provided. Commissioner Bingaman made a motion to approve the Idaho Department of Juvenile Corrections Annual Juvenile Justice Report. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Idaho Department of Juvenile Corrections Annual Juvenile Justice Report as presented.

Human Resource Director, Pat Duncan presented to the commissioners about openings within Valley County and recruitment that she had been conducting. She discussed the offers that had been submitted to specific individuals. She informed the commissioners about the discussion that was on the agenda for the afternoon for the updated employee handbook. Pat presented on

the ongoing elite leadership training that was occurring for supervisors but advised that it had been difficult getting the participants together because of COVID-19 restrictions and recommendations. The commissioners discussed creating an incentive program to supervisors to complete the elite leadership training.

IT Director, David Crawford provided the commissioners with an update of the software upgrades for the Office 360. He presented on the server upgrades that occurred for the Treasurer's Office and the Assessor's Office. He also discussed the capital equipment approval software that had been upgraded and ready to utilize. David presented on additional training that IT Employees had been completing to enhance their skills. He informed the commissioners about the status of the improved fiber that would be installed. He advised that the improvements to the commissioner's room and Courts had been delayed a few weeks. He presented to the commissioners about the additional laptops that had been purchased for employees to be able to work from home if needed. He also discussed the possibility of improving additional workstations with the same type of equipment. David discussed the agreements that had been submitted to the City of McCall and McCall Fire Department regarding access to the Valley County Network. David informed the commissioners about the staffing of the IT Department.

Planning & Zoning Administrator, Cynda Herrick asked about the possibility of getting Valley County Planning & Zoning Commissioners access to emails. IT Director, David Crawford advised that there was a license that was available to assign email accounts to the Valley County Planning & Zoning Commissioners but asked if the commissioners wanted to implement a policy for the use of the emails. Cynda informed the commissioners that the Idaho Stampede wanted to get a conditional use permit for a snowmobile fun run but did not have enough time to apply for the actual permit. She suggested that they be allowed to conduct a fun run for the first year but require the organization to apply for a permit if another event occurs in the future. Recreation Director, Larry Laxson advised that it might require further discussions because it might require the snowmobile clubs to apply for a conditional use permit. The commissioners suggested Recreation Director, Larry Laxson discuss the matter with Planning & Zoning Administrator, Cynda Herrick. The commissioners advised that they would be in support of allowing Idaho Stampede the opportunity to have a fun run one time without a conditional use permit but if it was an annual event, they would require a conditional use permit. Planning & Zoning Administrator, Cynda Herrick believed that Valley County needed to review the existing fees for the appeal process. The commissioners believed that the existing fees should be reviewed to determine if there was a need to increase. Cynda presented on the need to educate the public about making sure citizens of Valley County have their addresses visible on their properties. She informed the commissioners about vacation time that she would be using. Chairman Hasbrouck asked about the Snow dog Sled Race and it was advised that it had been canceled.

Recreation Director, Larry Laxson provided the commissioners with an update of the snowmobile trails that had been groomed. He advised that they were working on getting the parking lots prepared for the upcoming holidays. He presented on additional trails that would be groomed in the future. He discussed difficulties to train new snow groomers because they were not allowed to have two individuals in the snow grooming cab. Larry discussed the issues at No Business Trail. Larry informed the commissioner that his work vehicle needed repairs and requested that he be allowed to utilize his personal vehicle. Larry reported on virtual meetings that he had attended over the last few weeks. He discussed a few lawsuits that the recreation community had been following regarding lynx and wolverines. He informed the commissioners

about the signs that had been erected on or around snowmobile trails. Larry provided the commissioners with an update regarding the In-Reach GPS Tracker systems that he was working on to install in the snow groomers.

Road Superintendent, Jeff McFadden presented the Fiscal Year 2020 Annual Street & Financial Report for the commissioners to review and approving. The commissioners had the opportunity to ask questions to Jeff and specifically related to the future projects & reserve description. Commissioner Maupin made a motion to approve the Fiscal Year 2020 Annual Street & Financial Report. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the Fiscal Year 2020 Annual Street & Financial Report as presented.

Weed Supervisor, Steve Anderson presented the Fiscal Year 2021 Upper Payette Cooperative Weed Management Area Agreement. Commissioner Bingaman made a motion to approve the Fiscal Year 2021 Upper Payette Cooperative Weed Management Area Agreement. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Fiscal Year 2021 Upper Payette Cooperative Weed Management Area Agreement.

Road Superintendent, Jeff McFadden requested that the commissioners allow the surplus of a used tire machines. Commissioner Maupin made a motion to approve the surplus of a used tire machine. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the surplus of the used tire machine.

Jeff presented the close out agreement with Federal Highway Administration for Warm Lake Highway Project. Commissioner Bingaman made a motion to have Chairman Hasbrouck sign the close out agreement with the Federal Highway Administration for Warm Lake Highway Project. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to have Chairman Hasbrouck sign the close out agreement with the Federal Highway Administration for Warm Lake Highway Project.

Jeff presented the winter maintenance agreement for 1.6 miles of Eastside Drive and provided a description of the area. He advised that the winter maintenance had been allowed in the past for the area. Commissioner Bingaman made a motion to approve the winter maintenance agreement for Eastside Drive. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the winter maintenance agreement for 1.6 miles of Eastside Drive.

Jeff provided the commissioners with an update of Valley County Road Department operations and issues. He discussed repairs that were being made to equipment. He advised that he had already began working on a Fiscal Year 2021 Budget for the Valley County Road Department.

Facilities Manager, Scott Clingan presented to the commissioners a request to purchase a piece of equipment or specifically a skid-stir to utilize for snow removal in the winter by Buildings & Grounds and to be utilized by the Valley County Road Department in the other months. He provided the commissioners with a lease agreement with CAT for review. Commissioner Maupin made a motion to approve the lease agreement with CAT and for funding to be expended out of the PILT Fund for the first year and budgeted for Fiscal Year 2022. Commissioner

Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the lease agreement with CAT for a skid stir and for funding to be expended out of the PILT Fund for Fiscal Year 2021 and future payments to be budgeted for.

Chairman Hasbrouck informed Scott about a letter that had been received by the Horizon Group regarding landscaping of the Cascade Senior Center and it was advised that the group would no longer be providing landscaping to the area. Scott advised that he would investigate the current condition of the landscaping.

Scott provided the commissioners with an update related to the Centralized Recycling Center and advised that he would be erecting additional signage. He informed the commissioners that overall, the feedback had been positive, but the citizens and business of Cascade had expressed disappointment of the recycling center in Cascade was removed. The commissioners suggested Scott speak with the City of Cascade to see if they would be willing to assist with having a bin and the willingness to transport the recycling material to Lake Fork. Scott informed the commissioners about maintenance that had been taking place at the Valley County Jail and the Valley County Courthouse.

Chairman Hasbrouck submitted the commissioner meeting minutes of December 7, 2020. Commissioner Maupin made a motion to approve the commissioner meeting minutes of December 7, 2020. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes of December 7, 2020.

The commissioners recessed for lunch at 11:41 a.m.

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

Valley County Public Defender, Scott Erikson presented on the Valley County Fiscal Year 2020 Indigent Defense Financial Report. He advised that the report was to provide an explanation of how the indigent grant was utilized in Fiscal Year 2020. Scott provided a brief overview of the criminal cases for Fiscal Year 2020 and believed that the reduced case load was due to COVID-19. Commissioner Bingaman made a motion to approve the Valley County Fiscal Year 2020 Indigent Defense Financial Report. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Valley County Fiscal Year 2020 Indigent Defense Financial Report.

Commissioner Bingaman began the update on the commissioner's board and committees. He presented on the Payette Forest Coalition that he participates on. He advised that the winter recreation forum had been put on hold temporarily. He discussed the waterways study and the request for proposals that were received and the next steps that need to take place for Valley County to select one of the requests for proposals that were received. He presented on the Idaho Land Board meeting that would take place on December 15, 2020. Chairman Hasbrouck presented on the Central District Health Board that he had been participating on and the topics that had been discussed. He advised that there would be a regular meeting on December 18, 2020. He presented on the Boise Forest Coalition committee that he had been attending and provided an update on the proposed forest projects that are taking place. Commissioner Maupin reported on the West Central Economic Development Council and provided an overview of projects that were in the works. She discussed the early childhood education program in which

the there were grants available. She presented on the broadband grant that the economic development council was pursuing. She discussed that the economic development working on work force development. She advised that she sat on the LEPC meeting and provided an overview of the topics that were discussed. She presented on the District IV Mental Health Board that she had been attending. Commissioner Maupin advised that she would be attending the Valley County Fair Board meeting next week. She reported on the committee that she was attending related to Secure Rural School funding and was informed that they are being encouraged to reach out to members of congress. She presented on the Idaho Association of Counties Transportation Committee that she was attending and provided an overview of the topics that had been discussed. She also discussed the Idaho Association of Counties Governmental Committee that she had been involved with.

Chairman Hasbrouck opened the Public Hearing at 1:36 p.m. and asked the commissioners if there was any ex-parte communication or conflict of interest. All commissioners advised that they did not have any ex-parte communication or conflict of interest.

Planning & Zoning Administrator, Cynda Herrick provided a staff report to the commissioners. She informed the commissioners about the correspondence that had been received in favor and against the proposed amendment. She presented to the commissioners about who was notified of the Public Hearing related to Jake Brake Ordinance 21-03 and the notices that had been done to advise the general public of the public hearing. The commissioners had the opportunity to ask questions to Planning & Zoning Administrator, Cynda Herrick and she responded accordingly. The commissioners asked if there was a possibility to extend the proposed area.

Chairman Hasbrouck asked to hear from proponents regarding Jake Brake Ordinance 21-03. The record would reflect no one participated as a proponent.

Chairman Hasbrouck asked to hear from undecided regarding Jake Brake Ordinance 21-03. The record would reflect no one participated as undecided.

Chairman Hasbrouck asked to hear from opponents regarding Jake Brake Ordinance 21-03. The record would reflect no one participated as an opponent.

Chairman Hasbrouck closed the Public Hearing at 1:47 p.m. for Jake Brake Ordinance 21-03 and brought the matter back to the commissioners for deliberation. Commissioner Maupin made a motion to reopen the Public Hearing for Jake Brake Ordinance 21-03 and table the Jake Brake Ordinance 21-03 until January 19, 2021. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to reopen the Public Hearing for Jake Brake Ordinance 21-03 and table the Jake Brake Ordinance 21-03 until January 19, 2021 at 1:00 p.m.

Planning & Zoning Administrator, Cynda Herrick presented the Facts and Conclusions for CUP 20-20 The Gathering Place and provided a staff report regarding the matters that were discussed at the Public Hearing. Commissioner Bingaman made a motion to approve the facts and conclusions for CUP 20-20 The Gathering Place. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the facts and conclusions for CUP 20-20 The Gather Place.

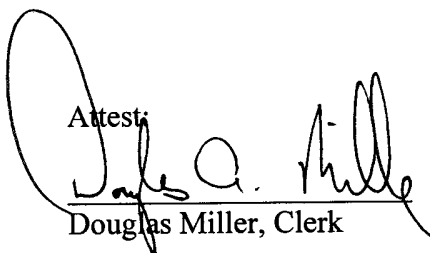
Planning & Zoning Administrator, Cynda Herrick presented the Facts and Conclusions for CUP 20-18 Byrne RV and provided a staff report regarding the matters that were discussed at the Public Hearing. She did inform the commissioners that the Planning & Zoning Department to receive a reconsideration request for CUP 20-18 Byrne RV. Commissioner Maupin made a motion to approve the Facts and Conclusions for CUP 20-18 Byrne RV. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion based to approve the Facts and Conclusions for CUP 20-18 Byrne RV.

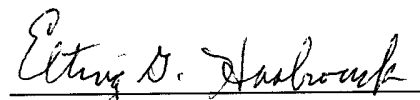
Planning & Zoning Administrator, Cynda Herrick presented on the final plat for Black Hawk on the River 1, 2, 3 and provided an overview of the action that had been taken place related to the final plat approval that had taken place. Commissioner Maupin made a motion to approve the final plat for Black Hawk River 1, 2, 3 and authorize the Chairman to sign the final plat. The motion made with the understanding that all roads within the subdivision are private roads and Valley County has no responsibility for maintenance or plowing. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the final plat for Black Hawk River 1, 2, 3 and authorize the Chairman to sign the final plat with the understanding that all roads within the subdivision are private roads and Valley County has no responsibility for maintenance or plowing.

Human Resource Director, Pat Duncan began the discussion related to the updating the existing Valley County Employee Handbook. Pat explained the proposed changes that she was recommending, and the commissioners had the opportunity to ask questions related to the proposed additions and changes that were being recommended by the Human Resource Director, Pat Duncan.

Recreation Director, Larry Laxson provided a presentation to the commissioners regarding registration statistics from Idaho Department of Parks and Recreation. He reported on the meetings that had been arranged with the CFO of Idaho Department of Parks and Recreation. He also discussed the existing issues related to selling of snowmobile registrations for local businesses and government entities. He also presented on proposed legislation that the snowmobile community had been working on. He further informed the commissioners about the reports that he had been requesting for daily registration from IDPR. He indicated that there had also been concerns in Fremont County. The commissioners had concerns about the information that was being provided by Recreation Director, Larry Laxson and asked for him to provide them with updated information about the time that it was taking to register recreation vehicles.

The commissioners adjourned the meeting at 3:12 p.m.

Attest:

Douglas Miller, Clerk


Chairman, Elting Hasbrouck

Valley County Board of County Commissioners

PO Box 1350 • 219 N Main Street
Cascade, Idaho 83611-1350



Phone (208) 382-7100
Fax (208) 382-7107

ELTING G. HASBROUCK
Chairman of the Board
ehasbrouck@co.valley.id.us

DAVID H. BINGAMAN
Commissioner
dbingaman@co.valley.id.us

SHERRY MAUPIN
Commissioner
smaupin@co.valley.id.us

DOUGLAS A. MILLER
Clerk
dmiller@co.valley.id.us

VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday December 14, 2020

To minimize possible public exposure to COVID-19, the Valley County Board of County Commissioners will continue to hold regular Commissioner meetings, but they will be closed to public attendance. 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 *Cancellation # 17*
Action Item: Cancellation # 20 RP12N04E053404
Cancellation # 21 RPM03980020210

Clerk – Doug Miller

Action Item: Approval of Fiscal Year 2020 County Vessel Fund and Documents for Snowmobile Audit

Prosecutor – Carol Brockmann

Sheriff – Patti Bolen

Action Item: Sign Revised Contract with Cascade Medical Center

Treasurer – Gabe Stayton

Department Head Reports - 5 Minutes each

Building Department – Annette Derrick

Court Services – Skip Clapp

Action Item: Approval of County Annual Juvenile Justice Report

Extension Office- Melissa Hamilton

Human Resources/Risk Management – Pat Duncan

Information Technology – David Crawford

Planning and Zoning-Cynda Herrick

Parks and Recreation- Larry Laxson

- 10:30 Road & Bridge Presentation- Jeff McFadden
Action Item: Approval of FY 2020 Annual Street & Financial Report
FY 2021 Upper Payette Cooperative Weed Management Area Agreement
Permission to Surplus Used Tire Machines
Close Out Agreement with Federal Highway Administration for Warm
Lake Highway Project
Approve Winter Maintenance Agreement for 1.6 miles of Eastside Dr.
- 11:00 Commissioner Discussion
Action Items: Meeting Minutes of December 7, 2020
- 11:00 Report from Buildings & Grounds/Solid Waste Manager, Scott Clingan
Action Item: Buildings & Grounds Request to Make Capital Equipment Purchases
- 12:00 Recess for Lunch
- 1:00 **Action Item:** Valley County Fiscal Year 2020 Indigent Defense Financial Report-Public
Defender, Scott Erekson
- 1:15 Update on Commissioner's Boards/Committees
- 1:30 **Action Item/Public Hearing** for Amended Jake Brake Ordinance 21-03
- 2:00 **Action Items:** CUP 20-20 The Gather Place - Facts and Conclusions
CUP 20-18 Byrne RV - Facts and Conclusions
- 2:00 **Action Item:** Blackhawk on the River 1, 2, 3 - Final Plat-Planning & Zoning
Administrator, Cynda Herrick
- 2:15 Discussion on Updated Employee Handbook – HR Director, Pat Duncan
- 3:00 Presentation by Recreation Director, Larry Laxson

Adjourn

COMMISSIONERS FUTURE MEETING DATE
Monday December 21, 2020