

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

SHERRY MAUPIN

Chairman of the Board
smaupin@co.valley.id.us

KATLIN CALDWELL

Commissioner
kcaldwell@co.valley.id.us

NEAL THOMPSON

Commissioner
nthompson@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
November 3, 2025**

PRESENT: **SHERRY MAUPIN (CHAIRMAN)**
 NEAL THOMPSON (COMMISSIONER)
 KATLIN CALDWELL (COMMISSIONER)
 DOUGLAS MILLER (CLERK)

Chairman, Sherry Maupin led the Pledge of Allegiance.

Action Item: Chairman Maupin presented the commissioners' agenda November 3, 2025. Commissioner Caldwell made a motion to approve the commissioners' agenda for November 3, 2025. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for November 3, 2025.

Action Item: Chairman Maupin presented the commissioner meeting minutes from October 29, 2025. Commissioner Caldwell made a motion to approve the commissioner meeting minutes from October 29, 2025. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes from October 29, 2025.

Action Item: Planning & Zoning Director, Cynda Herrick presented the Tamarack Resort PUD Phase 3.4- Lower Sugarloaf Final Plat. Commissioner Caldwell advised that she needed to recuse herself as she had a family member that was under contract. Commissioner Thompson made a motion on Tamarack Resort 3.4 move to approve final plat for Tamarack Resort planned unit development Phase 3.4-Lower Sugarloaf, acknowledge the owners declaration of installation of utilities, acknowledge the owners declaration of private roads, acknowledge the supplemental declaration for Tamarack Resort Phase 3.4, acknowledge Central District Health letter stating sanitary restrictions have been satisfied and authorize the Chairman to sign the plat, the motions

Board of County Commissioners Meeting
November 3, 2025

is made with the understanding that Valley County Board of Commissioners have sole discretion to set the level of service for any public road, the level of service can be changed. Chairman Maupin seconded the motion. No further discussion, Commissioner Caldwell recused herself from voting. Motion passed with a 2-0 vote.

Action Item: Chairman Maupin began the discussion regarding the annual retainer with Clearwater Financial for Fiscal Year 2026. She discussed the services that would be offered by Clearwater Financial. The commissioners deliberated on the proposal made by Clearwater Financial and felt that currently a retainer for Clearwater Financial was not necessary for the upcoming year. Commissioner Thompson made a motion to cancel the annual retainer with Clearwater Financial for Fiscal Year 2026. Commissioner Caldwell seconded the motion. No further discussion, all in favor. Motion passed to approve the cancellation of the annual retainer with Clearwater Financial.

Action Item: Grant Writer, Ken Schlegel presented the application to apply for the Idaho Transportation Department Office of Highway Safety Fiscal Year 2026 Grant. The commissioners had the opportunity to ask questions regarding the application and how the funding can be utilized. Commissioner Caldwell made a motion to apply for the Idaho Transportation Department Office of Highway Safety Fiscal Year 2026 Grant. Commissioner Thompson seconded the motion. No further discussion, all in favor. No further discussion, all in favor. Motion passed to apply for the Idaho Transportation Department Office of Highway Safety Fiscal Year 2026 Grant.

Grant Writer, Ken Schlegel presented the year end report for Valley County grants and advised that there were over a million dollars in grant revenue awarded to Valley County. He described the priorities and goals he has established for the upcoming year to include enhance operational efficiency through the purchase and implementation of dedicated Grant Management Software and comprehensive program implementation, focusing resources on supporting high-priority capital projects, specifically targeting grant funding for Community Center improvements, fairgrounds buildings and essential 911 system equipment infrastructure. Also ensure long-term compliance by dedicating efforts to improve county leadership understanding and maintaining compliance with grant requirement across relevant departments. The commissioners had the opportunity to ask questions from Grant Writer, Ken Schlegel, and he responded accordingly.

Action Item: Prosecuting Attorney, Brian Oakey began the workshop related to signatory authority and procurement process. The commissioners had the opportunity to clarify the existing procurement process and requested that Prosecuting Attorney Brian Oakey provide a clear overview of the existing procurement policy. Facility Director, Terri Kenneda shared her concerns with the commissioners regarding the need to hire a contractor during an emergency and the need to develop a long-term preventative maintenance schedule. She described her opinion regarding her plans for a maintenance schedule but voiced her concerns regarding emergency situations. The commissioners shared that if there was a significant emergency, facilities should have the ability to contact the commissioners for an expenditure as needed. Prosecuting Attorney Brian Oakey requested the chance to review the existing laws to see if there are any provisions related to emergencies.

Action Item: Commissioner Caldwell made a motion to approve Facility Director, Terri Kenneda \$7,500 spending authority. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to grant Facility Director, Terri Kenneda up to \$7,500.00 spending authority.

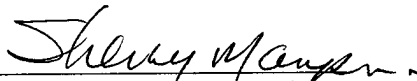
Action Item: Chairman Maupin advised that the commissioners found out that there was a publication error that Valley County needed to rectify by having an additional public hearing. Commissioner Caldwell made a motion to take Valley County Code 13-5- 1, Designated Winter Parking off the table. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to take Valley County Code 13-5 1,2,3,4 off the table. The commissioners advised that the Public Hearing Valley County Code 13-5 1,2,3,4 Designated Winter Parking would be on the agenda for another public hearing on November 17, 2025, at 1:00 p.m.

Chairman Maupin made a motion to go into Executive Session per Idaho Code 74-206 1(b)-“To consider the evaluation dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public-school student”- Evaluation. Commissioner Caldwell seconded the motion. No further discussion, by roll call vote all commissioners voted “aye” The commissioners went into Executive Session at 11:45 a.m.

Chairman Maupin brought the commissioners out of Executive Session per Idaho Code 74-206 1(b)-Evaluation at 1:00 p.m.

During the opportunity for the public to present to the commissioners there was a presentation from City of Cascade Building Inspector, Darryl Shepard and Cascade Fire Chief, Steve Hull regarding the building occupancy permit for Valley County Cascade Annex.

The commissioners adjourned at 1:20 p.m.


Chairman, Sherry Maupin

Attest:


Douglas Miller, Clerk on behalf of Douglas Miller

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VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday November 3, 2025

Valley County adheres to ADA 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 **Action Item:** Call to Order – Pledge of Allegiance – Approve Agenda
- 9:05 Commissioner Discussion **Action Items:** Meeting Minutes of October 29, 2025
- 9:15 **Action Item:** Tamarack Resort PUD Phase 3.4 – Lower Sugarloaf Final Plat – Planning and Zoning Director, Cynda Herrick
- 9:30 **Action Item:** Discussion/Decision Regarding Annual Retainer with Clearwater Financial
- 9:45 **Action Item:** Authorization to Apply for the ITD Office of Highway Safety, FY26
Traffic Enforcement Grant Program Agreement
Grant Program Year End Report – Grant Writer, Ken Schlegel
- 10:00 **Action Item:** Workshop on Signatory Authority/Procurement Process
- 11:15 **Action Item:** Tabled Public Hearing to Update Valley County Code 13-5-1,2,3,4
Designated Winter Parking
- 12:00 **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”- Evaluation
- 1:00 Opportunity for Public to Present to Commissioners

Adjourn

COMMISSIONER’S FUTURE MEETING DATE

Monday November 10, 2025