

**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
January 13, 2014**

**PRESENT: GORDON L. CRUICKSHANK (CHAIRMAN)
ELTING G. HASBROUCK (COMMISSIONER)
BILL WILLEY (COMMISSIONER)
DOUGLAS MILLER (CLERK)**

Meeting called to order by Chairman Cruickshank at 9:05 a.m.

Valley County IT Director, David Crawford led the pledge of allegiance.

Chairman Cruickshank would like to add to the agenda the opportunity for the Commissioners to discuss grant support letters. Commissioner Willey made a motion to approve the agenda as amended. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the agenda with the amended changes.

Valley County Deputy Auditor, Alysa Morrison presented the Commissioners with Claims and Board Order Claims totaling \$404,705.26. Commissioner Hasbrouck made a motion to approve Board Order Claims and Claims as presented. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve Board Order Claims and Claims totaling \$404,705.26.

Valley County Assessor, June Fullmer reported that last Monday, January 6, 2014, at 5:00 p.m. was the deadline for appeals for occupancy sub miss roll and there were no appeals.

Valley County Clerk, Douglas Miller reported that there is a possibility for two jury trials this week that the Clerk's Office is preparing for. He also indicated that the outside auditors will be in the office beginning January 21, 2014.

Chairman Cruickshank reported that Valley County Sheriff, Patti Bolen was not available because she was conducting a meeting regarding the recovery of airplane that was found near Johnson Creek. She did provide the Commissioners with a grant application for two additional snowmobiles through Idaho Parks and Recreation. Commissioner Willey made a motion to approve the Commissioners to sign the grant application for two additional snowmobiles through Idaho Parks and Recreation. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to allow the Commissioners to sign the grant application for two additional snowmobiles for the Valley County Sheriff's Department through Idaho Parks and Recreation.

Valley County Treasurer, Glenna Young submitted a report for the taxes that have been collected as of January 13, 2014. For 2013, the Treasurer's Office has collected 56.63% of the taxes that are owed. These are not the total taxes that are owed just the taxes that have been collected from the first half of the tax drive. She reported that the department will start making an effort to collect on the taxes that were not paid. Glenna reported that she has some cleanup work regarding exemptions that were done. She is also working on warrants of distraint process that is mostly for old mobile homes. She informed the Commissioners that the Sheriff's office attempted to sell some of these mobile homes but there were zero people who were interested in the mobile homes. Chairman Cruickshank asked if the Idaho Treasurers were looking at preparing legislation to deal with this issue? Glenna felt that it is going to take County Commissioners to support legislation of this nature.

Valley County Building Official, Anne Guarino submitted her end of year report for the building department. This report will be appended to the Commissioner meeting minutes for review. The building department issued 195 permits for 2013. Anne notified the Commissioners that Valley County will be adopting the 2012 International building code as per the State of Idaho. Valley County is also remaining with the 2009 international residential code and the International energy conservation code.

Valley County Court Service Director, Skip Clapp reported that treatment funds for adult and juvenile substance abuse dollars have been depleted for Valley County. He has contacted the Trial Court Administrator to see if there are any funds that could be reallocated for Valley County. These funds would help individuals that are currently in alcohol/substance abuse treatment. He reported that he will be attending the Adult Misdemeanor Administrator meeting February 5, 2014. He explained to the Commissioners that there is \$24,000 in the Interlock fund that could be used for treatment if the Magistrate Judge orders it to be used. Commissioner Hasbrouck asked how much funds would the County supplement for treatment? Skip advised that the Interlock fund is not funded by Valley County funds. He explained that the Interlock fund is funded by fines and fees assessed to defendants. He reported that there are no juveniles in custody.

Alysson Staats with the University of Idaho Extension Office and Dr. Pat Momont from the University of Idaho reported that there is an internal transfer candidate for the Educator position at the University of Idaho Extension Office in Valley County. This individual will go through an interview process on January 24, 2014, in the Commissioners room at 10:00 a.m. Ms. Lauren Hunter is the candidate and is currently the Educator in Blaine County and has expressed an interest in transferring to Valley County. It was advised that Ms. Hunter has an extensive background in agriculture and horticulture. Dr. Momont extended an invitation to the

Commissioners to attend the interview. Alysson reported that Administrative Assistant, Kelly Redmon would not be returning to work which would require Alyson to take on extra responsibilities. The University of Idaho Extension Office would like to continue with the 19 hours a week part time position to help with Alysson. Ms. Redmon had been there for six years and Alysson would like Ms. Redmon to be able to train a new part time employee. They are asking for funding to have Ms. Redmon train a new employee. Chairman Cruickshank asked where the funds would be coming from? It was suggested that the funds would be from the unspent funds of Ms. Redmon's salary. Chairman Cruickshank asked if the interviews were conducted on January 24, 2014, for the Educator position, when would the individual start? Dr. Momont did not have a definite start time but would like the individual to start as soon as possible. Commissioner Willey asked about the process of the presentation of the Educator and the interview process? Dr. Momont advised that the University of Idaho Human Resource is involved with preparing the interview questions.

Valley County IT Director, David Crawford presented that last week he installed a recorder in Dispatch to play back calls. He also reported that the IT Department finished up public wireless backbone and installed video conferencing at the Emergency Operation Center. He reported that he looked at panel in the jail for the lighting and is going to see if he can replace the switch and develop a plan for replacing the panel in the future. Commissioner Hasbrouck asked if it would be cost effective to just replace switches or the entire panel? David believed that it might be wise to plan for replacing the entire panel but will make an effort to replace the parts first. David explained that the Valley County website is almost completed but the web developer is still working on the recreation site. All of the other departments are up on the web site. Commissioner Willey asked if David had a chance to meet with contractor who is working with transfer of the Department of Motor Vehicle to Idaho First Bank? David advised that he has not had a chance. Valley County Assessor, June Fullmer stated that they are looking at March 2014 to have the transfer completed and would make sure to adequately inform the public.

Valley County Planning & Zoning Administrator, Cynda Herrick reported that there needs to be an interview arranged for new Planning & Zoning Commissioners. She has compiled a list of applicants. Ed Allen has indicated that he would like to stay on but there is one position open. It was decided that the interviews for the applicants would be on the 21st of January 2014, during the Commissioners meeting at 11:00 a.m. Cynda advised that she will be having a meeting today regarding the recreation pamphlets. Commissioner Hasbrouck asked if Cynda received an email from Ronda Bishop because the Forest Service is going to spend funds on new recreation signs. Cynda advised that she would communicate with Ronda Bishop. She received a letter from Curtis Bennett regarding Mill Street grant and she will be submitting a support letter for the grant. Cynda provided Idaho State Statute regarding reimbursement for Planning & Zoning Commissioners. Commissioner Cruickshank advised that this needs to be reviewed and find out what other committees currently do. Chairman Cruickshank would like Cynda to research Idaho Code related to this topic. Cynda advised that she has been on the Area Agency on Aging Committee for two years and her term is up. She reported that they have Laurie Anderson attending the meetings to see if she would like to be involved. Cynda indicated that she does not have the time to continue with this meeting. Cynda reported she is on the legislation committee for planning and zoning association for the State of Idaho. They are reviewing legislation to see if there are any issues that need to be discussed. Commissioner Hasbrouck asked how long can you extend subdivision applications? Cynda advised that as

long as a subdivision is moving forward, they would be willing to continue to extend the application. The reason for extension is to encourage developers to complete their projects. Commissioner Hasbrouck asked if there are new requirements that are included in the conditional use permit? Cynda advised that they have done that in the past and reported that is a risk that developers would take asking for an extension. Commissioner Willey asked how many bare undeveloped lots are there in Valley County? The answer was unknown but Cynda advised that she would research and provided the Commissioners with the statistic.

Larry Laxson, Valley County Recreation Director indicated that there might have been some complaints of trails not being groomed because he stopped grooming because of wind conditions. He reported that there will be an Idaho Recreational Council meeting on January 25, 2014, in Boise, Idaho at the Copper Kitchen. He has a letter from Valley County Snowmobile Clubs to show that they have agreed to provide \$5,000 to support the Sheriff's Department grant for two additional snowmobiles. Chairman Cruickshank advised that these grants and support letters will be to Commissioner Discussion. Larry advised that the snow grooming is up and running after a slow start.

Paula Fodrea with WICAP reported about fundraisers for WICAP and indicated that the fundraisers were very productive. She reported that there were fewer holiday baskets done this year but coordinated with the Cascade Food Pantry who gave full holiday baskets. This made it possible for WICAP to provide baking supplies to families so they could carry on their family traditions. Paula reported that she will try to coordinate with the Cascade Food Pantry for their delivery and that will save 6 cents a pound. Commissioner Hasbrouck asked if the food distribution would come the same day as the Senior Center? Paula did not know but hopes that it would. Paula advised that has not gone to Yellowstone but she would like to have that happen this week. Paula reported on the chimney cleaning program and collaboration to fix a citizens chimney. She indicated that on January 29, 2014, they will be doing a count of homeless individuals in Valley County. Paula advised that WICAP employees were given YAK Tracks. These are devices that go on individual's shoes or boots for traction. Paula advised that at next Commissioners meeting she will be presenting her annual report for WICAP. She reported that the WICAP advisory meeting is next week on January 23, 2014.

Human Resources Director, Pat Duncan reported that she contacted Minert & Associates regarding contract for random drug testing. The cost has been firmed up and she advised that she will bring contract back at 1:00 p.m. for the Commissioners to review. She will be posting the position for part time Administrative Assistant for the University of Idaho Extension office and for Marine Deputy.

Commissioner Cruickshank advised that the Commissioners would be going into closed hearing for Indigent and Charity at 10:50 a.m.

Commissioner Cruickshank brought the Commissioners out of Indigent and Charity at 11:03 a.m.

Decision after Indigent and Charity

14-ML051 Request for Approval of Cremation

13-LH050 Request for Withdraw

13-RS054 Final Determination of Denial

14-ML051 Request for County Indigent Lien

14-SB050 Request for County Indigent Lien

14-JO069 Request for County Indigent Lien

14-TM092 Request for County Indigent Lien

13-LM056 Release of County Indigent Lien

14-AB050 Release of County Indigent Lien

13-LD080 Release of County Indigent Lien

13-KR052 Release of County Indigent Lien

14-RW089 Release of County Indigent Lien

12-KP0093 Release of County Indigent Lien

Harold Appel with the McCall Snowmobile Club provided a copy of two grants that he has written for submission to Idaho Department of Parks and Recreation. The first grant is for Francie Wallace area and the other grant is for Brush Creek. He reported that both of these grants would be for the approval of expanding the parking lots at these locations. The snowmobile club would agree to donate \$4,000 for the Francie Wallace Grant. Mr. Appel is requesting that the Commissioners sign the grant applications. Mr. Appel is also requesting that the County donate some funds towards Francie Wallace and for Brush Creek. They are requesting \$40,000 or would like the County to provide in-kind funds. Chairman Cruickshank suggested that Mr. Appel talk with the Idaho Department of Parks and Recreation grant review team to inform them of donated time and value of equipment that is already available to the snowmobile club. Chairman Cruickshank believed that the time and equipment could potentially be used as part of matching funds. CC suggested that on the Brush Creek part should explain all the work that has been done to create new trail and should be explained in the grant application. Chairman Cruickshank also suggested mentioning in the grant the safety concerns of parking on Warren Wagon Road. Chairman Cruickshank indicated that Mr. Appel might want to consider applying for these grants in phases. Mr. Appel advised that the snowmobile club has considered applying for these in phases. The Commissioners decided that they would speak with Valley County Road Superintendent, Curtis Bennett to determine if the Road Department would consider donating any gravel or other services as an in kind contribution.

Commissioner Hasbrouck made a motion to approve the Commissioner meeting minutes from January 6, 2014 as presented. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the Commissioner meeting minutes from January 6, 2014, as presented.

Commissioner Willey made a motion to retain Chairman Cruickshank as the Chairman of the Board of the Valley County Commissioners. Commissioner Hasbrouck seconded the motion. No further discussion, Chairman Cruickshank refrained from voting. Motion passed with the votes from Commissioner Willey and Commissioner Hasbrouck to retain Chairman Cruickshank as the Chairman of the Board of the Valley County Commissioners.

Chairman Cruickshank opened the discussion for Committee Assignments. Commissioner Willey agreed that he would be the Commissioner to attend the WICAP meetings. Commissioner Hasbrouck advised that he would stay on as the Valley County Representative for the District 4 Mental Health Board.

Commissioner Hasbrouck suggested that the support letters for grants be signed by all three Valley County Commissioners when requested. It was recommended that individuals who apply for grants submit the letters of support to the Commissioners by January 21, 2013, for review and signatures.

Commissioner Hasbrouck made a motion to allow Minert & Associates to perform random drug testing for Valley County. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed for Valley County to enter into an agreement with Minert & Associates to perform random drug testing for Valley County.

Commissioners adjourned for lunch at 12:00 p.m.

Commissioners returned from lunch at 1:00 p.m.

Chairman Cruickshank advised that the Commissioners received a response from Mr. Lex Bernstein and talked with Valley County Appraiser, Julie Yates and Chief Deputy Assessor, Sue Probst last week to research Idaho Code related to tax appeals. Julie Yates provided the Commissioners with Idaho Code regarding Tax Appeals. Valley County Assessor, June Fullmer advised that it is Idaho Statute that if you receive your assessment and it is on the roll, you only have a specific amount of time to appeal. On June 14, 2013, Commercial Appraiser, Darcy Maag advised Mr. Bernstein that he only had until June 24, 2013, to appeal. June advised that the appeal form was not completed following Idaho Code. It was reported that in 2012, Mr. Maag lowered the value and in 2013 it was assessed again and the value was increased. The day after the appeal deadline, Mr. Bernstein attempted to appeal the assessment. June suggested that Valley County Prosecuting Attorney, Jay Kiiha, submit a letter to Mr. Bernstein specifically referring to Idaho Code regarding the appeal process. Chairman Cruickshank wanted to make sure it was very clear that Mr. Maag cannot change market value on someone's property just because the individual wants to and the property owner would need to comply with Idaho Code regarding the appeal process.

Commissioner Hasbrouck made a motion to have Chairman Cruickshank sign the Idaho Department of Parks and Recreation Wellington Park Grant application. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to have Chairman Cruickshank sign the Idaho Department of Parks and Recreation Wellington Park Grant application.

Valley County Road & Bridge Superintendent, Curtis Bennett advised that the road into Yellowpine is a minimal maintenance road but they are doing what they can to maintain and keep it open. There will be an increase in activity on the South Fork Road because of the recovery for the airplane and the Road Department will be watching the road closely.

Curtis discussed the letter from the McCall Senior Center regarding the donation of the vehicle and the request that the County continue the maintenance of the vehicle. The Commissioners

decided that since that new tires were purchased for the Cascade Senior Center, the county will purchase new tires for the McCall Senior Center vehicle. Chairman Cruickshank indicated that he would prepare a letter to submit to the McCall Senior Center.

Curtis reported that he had a meeting last week with Jay Kiiha and the counties outside attorney regarding CIP/RDA's.

Curtis advised the Commissioners that he is working with Cynda Herrick on preparing a Request for Proposal for local surveyors in order to have a price to reference when selecting surveyors.

Solid Waste/Facilities Supervisor, Ralph McKenzie advised the Commissioners that the contract was received back from Idaho First Bank regarding lease for the space for the McCall Department of Motor Vehicle. This was reviewed by Jay Kiiha and he made some modifications which were submitted back to Idaho First Bank for their review. It was discussed that the lease would be a three year lease with 90 days to cancel. The transfer would take place around March 1, 2014. Commissioner Hasbrouck wanted to make sure that Valley County IT Director, David Crawford is fully involved with the transfer.

Chairman Cruickshank discussed with Ralph the snow removal bill that was received for Courthouse in Cascade. It was for \$1,700 and the Commissioners had concerns and requested that Ralph discuss with the vendor to find out if there was a way to reduce the cost. Ralph advised that he would discuss with the vendor.

The Commissioners opened up the Courthouse Workshop/Master Plan discussions.

Commissioners adjourned meeting at 3:30 p.m.

Gordon Cruickshank, Chairman

Attest:

Douglas A. Miller, Clerk