

**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
November 12, 2013**

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

Meeting called to order by Chairman Cruickshank at 9:03 a.m.

Valley County Treasurer, Glenna Young led the pledge of allegiance.

Commissioner Hasbrouck made a motion to approve the agenda as presented. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the agenda as presented.

Valley County Deputy Auditor, Alysa Morrison presented the Commissioners with Claims and Board Order Claims totaling \$281,070.77. Commissioner Willey made a motion to approve Board Order Claims and Claims as presented. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve Board Order Claims and Claims totaling \$281,070.77.

Valley County Deputy Auditor, Alysa Morrison presented the Commissioners with the City Election Ballots to be canvassed. Commissioner Hasbrouck made a motion to approve the City Election Ballots as correct. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the City Election Ballots as correct.

Valley County Assessor, June Fullmer reported that the personal property recapture report deadline is November 18, 2013. There are two reports that need to be completed and submitted to the Idaho State Tax Commission. June reported that Ralph McKenzie and her met last week with engineers to discuss possible changes at the McCall Annex.

Valley County Clerk, Douglas Miller publicly thanked his staff for their work on the City Elections. He reported on a court case that had settled and indicated that there would not be a jury trial next week. He stated that he is conducting interviews next week for two Court Clerk positions.

Valley County Treasurer, Glenna Young had a question for June Fullmer about transient property that has not been recorded. June Fullmer reported that the transient property must be reported by December 2013. The definition of transient property is individuals who come to Valley County to work and are required to report their equipment that is brought into the County. The equipment has to be within the County for over thirty days. Glenna reported that the taxes have been entered but they cannot print because there is an issue with the software. The program is not picking up the delinquent charges and the late charges. She reported that the problem has gone back to the programmers to fix. Glenna explained about the process to get the error fixed and reported that by law the tax notices must be sent out by November 25, 2013. She reported that Pitney Bowes will come today to look at the stuffer machine that has not been working properly. Glenna advised that June and her researched the idea of outsourcing the stuffing of the tax bills in the past and would like to consider doing this in the future. Glenna presented the Treasurer/Auditor Joint Quarterly Report for the Commissioners to review. Commissioner Hasbrouck made a motion to approve the joint quarterly report as presented. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the joint quarterly report as presented.

Anne Guarino with the Valley County Building Department thanked Annette Derrick for covering while she was on vacation. She also wanted to publicly thank the Planning & Zoning Department for their help. She reported that there have been 187 building permits for this year. She indicated that she has talked with David Crawford with the IT Department about a new scanning program to scan building permits. They should be doing this task within the next couple of months. Commissioner Hasbrouck asked if these permits were public information? Anne advised that the majority of the permits can be accessed by the public. She reported that she would be attending the Idaho Flood Plain Management conference on November 14, 2013, in Boise.

Valley County Court Service Director, Skip Clapp presented an outline of how the Court Services Department would be spending their Lottery Funds for this upcoming fiscal year. Commissioner Cruickshank mentioned possibly assisting with the backpack program. Skip presented the Juvenile Justice report that needs to be approved by the Commissioners. Commissioner Hasbrouck made a motion to approve the Juvenile Justice report as presented. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the Juvenile Justice report as presented. Skip presented the POST Initial Employment Form for Idaho POST to acknowledge that he is the administrator of the Valley County Court Services. Commissioner Hasbrouck made a motion to have the Chairman sign the POST Initial Employment form. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to have the chairman sign the POST Initial Employment form. Skip advised that the SUDS funding for Valley County Juveniles is over the allocated amount. He reported that he will be receiving matching funds from the State to help offset the cost. Skip also advised that there was an incident at the juvenile detention center in which the staff had to use appropriate use of force on a juvenile to maintain compliance. Skip provided

the details of this incident and reported that there might be charges that are filed against the juvenile. Skip advised that they have increased the juveniles counseling sessions and are looking at ways to prevent this from happening in the future.

Valley County Human Resource Director, Pat Duncan reported that there were 16 applicants for the part time Department of Motor Vehicle position. Pat provided information regarding temporary help for University of Idaho extension office. It was suggested that the hours be limited to 10 to 15 hours per week. This would be a maximum of ten weeks that the help would be needed. Chairman Cruickshank wanted to make it very clear that this is not a full time position and just a temporary position. If the position becomes more than temporary it would need to be posted. Commissioner Willey made a motion to allow University of Idaho extension office to hire temporary help. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to allow University of Idaho Extension to hire temporary help for the office.

Alysson Staats with the University of Idaho extension office reported that the leader's forum for youth she attended was very successful. She stated that there are more programs planned with St. Luke's Hospital on health living, exercising and hands on activities for youth. She reminded the Commissioners of the recognition award banquet for the 4-H program that will be held at the Donnelly Bible Church on November 16, 2013. Alysson provided an update on the fairground scale and reported that the forms have been set. She advised that they do need help removing the old scale. The Commissioners indicated that they would ask the Road Department for assistances.

David Crawford with the Valley County IT Department reported that over the last two weeks the department has brought four new serves on line. He reported that he also transitioned the Annex to a new server. He reported that he will be assisting the Donnelly Fire Department with some teleconferencing equipment. David indicated that the Valley County website will be finalized this week. David informed the Commissioners that there has been Word & Excel training offered for county employees. He reported that this is the first class to start and if it is determined that it is successful, the course will be offered for more employees. Commissioner Hasbrouck asked about the phone bills for 911 lines to Warm Lake and wanted to know how to proceed. It was suggested that David research other alternatives

Valley County Planning & Zoning Administrator, Cynda Herrick reported that she went to smart growth training in McCall last week. She also reported that there was a recreation meeting and there was a discussion to create recreation pamphlets. She reported that there was a High School student who would be creating the pamphlets for a school project. It was disclosed that she would be focusing on rock climbing, fishing lakes and recreation trails. Cynda reported that she would be going to training for flood plain manager. Cynda advised that she is still looking for an additional Planning & Zoning Commissioners.

Paula Fodrea with WICAP advised that their office is still providing energy assistances. She believed that there had been twice as many applications for energy assistances this year than last year. She felt that this is an indication of more people on fixed incomes. She reported that they have also been able to provide assistance to those individuals on food stamps. Chairman Cruickshank asked if there was a cap on the amount of funds that could be used for energy assistances? Paula advised that there was not a cap. Chairman Cruickshank advised that next

Commissioners meeting there will be a discussion on the Food Pantry that WICAP might want to be involved with.

Commissioner Cruickshank advised that the Commissioners would be going into closed hearing for Indigent and Charity at 10:44 a.m.

Commissioner Cruickshank brought the Commissioners out of Indigent and Charity at 10:57 a.m.

Decision after Indigent and Charity

14-AB050 Request for Withdraw of Application

12-KP093 Request for Withdraw of Application

13-MC085 Final Denial for County Assistance

13-CH050 Final Denial for County Assistance

14-LM050-2 Request for County Indigent Lien

13-CM090 Release of County Indigent Lien

13-AB078 Release of County Indigent Lien

13-DB074 Release of County Indigent Lien

13-MG058 Release of County Indigent Lien

13-CH081 Release of County Indigent Lien

13-DK087 Release of County Indigent Lien

13-SP070 Release of County Indigent Lien

13-GS037 Release of County Indigent Lien

13-EV070 Release of County Indigent Lien

Commissioner Hasbrouck made a motion to approve the Board of Commissioner meeting minutes as written from November 4, 2013. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the Board of Commissioner meeting minutes as written from November 4, 2013.

Chairman Cruickshank presented the Letter of Support for Adams County which supports the Federal Highways Project FR# 50257 for restoration and repairs of Goose Lake road and the Highway 55/Goose Lake intersection in Adams County. Commissioner Willey made a motion to have Chairman Cruickshank sign the letter of support for Adams County. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to have Chairman Cruickshank sign the letter of support for Adams County which supports the Federal Highways Project FR#50257 for restoration and repairs of Goose Lake Road and the Highway 55/Goose Lake intersection in Adams County.

Chairman Cruickshank presented the Gem Plan Member Nominations for the Commissioners to review. Commissioner Willey made a motion to have the Chairman sign the Gem Plan Nominations form. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to have Chairman Cruickshank sign the Gem Plan Nominations form.

Chairman Cruickshank began the discussion regarding employee appreciation ideas. He advised that Chief Deputy Auditor, Trudy Eiguren presented an idea of issuing debit cards to all employees. Trudy also brought up the ideas of getting gift certificates to one of the local grocery stores. Commissioners asked Trudy to continue to research some possibilities and report back to the Commissioners.

Ronn Julian and Kathy Hull made a presentation on the West Mountain Snowmobile Club. They provided an overview of the presentation that was made at the Washington Snowmobile Expo. This venture came out after recommendations by the Board of Commissioners. Mr. Julian reported that receipts from grooming were down from what they have been in the past but the idea is to get out of state residents to come to Valley County and enjoy the area. Mr. Julian believed that 80 percent of the individuals they spoke with at the expo had not heard of Cascade, Idaho but most of those individuals have heard of McCall, Idaho. They believed that it was a successful exposition and felt that they did a great job promoting tourism in Cascade, Idaho.

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

Commissioner Willey made a motion to approve a Christmas Bonus of \$50 for all Valley County eligible employees that were hired as of fiscal year of October 2013 with the payment being expended from the General Fund Reserve. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the Christmas Bonus of \$50 for all Valley County eligible employees that were hired as of fiscal year of October 2013 with payment being expended from the General Fund Reserve.

Chairman Cruickshank asked Lori Bateman with the Valley County Road & Bridge Department if the Road Department could help moving the old scale for the 4-H program? Lori advised that the Road Department could help out moving the scale. Lori provided the Commissioners with the surplus sale results and requested that the Commissioners approve the highest bidders for the surplus items. Commissioner Hasbrouck made a motion to accept the high bids for the surplus items as presented to the Commissioners. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to accept the high bids for the surplus items as presented to the Commissioners.

Solid Waste and Facilities manager, Ralph Mckenzie advised the Commissioners that the roofers that are working at the Sherriff's office should be back to work this week. Ralph advised that he has talked with Curtis Bennett with the Road Department and the Road Department has three UTV's that could be used to plow the sidewalks. He reported that the UTV would need a plow and he has priced the cost of a plow and winch. He indicated that the cost would be \$1,755.20, which would include the equipment and the installation. Ralph advised that he would continue to monitor contractor for the roof. Ralph advised that the masonry company should be done with the work they had completed on the North end of the building. He reported that he had a meeting with the contractor who designed the Annex and Mr. Moorhead would be preparing an analysis to determine what changes could be made. Chairman Cruickshank asked if Ralph had talked with Jim Thackeray or Idaho First Bank to see if they have any offices available? Ralph advised that the Job Service Building has been rented out but he would check with Idaho First Bank. Chairman Cruickshank expressed an opinion that the County should consider moving the Department of Motor Vehicles before

building an addition on at the Annex. Commissioner Hasbrouck asked about replacing the carpet at the Annex? Ralph advised that the engineers are looking at options to replace the carpet. Ralph talked about the issues with the steam boiler. He reported that the damage was caused by calcified rock which is in the water. He reported that they will be getting an analysis of what the calcified rock actually is and if there is a chemical that could breakdown the substance. Ralph reported that the boiler should be fixed by the end of this week. Chairman Cruickshank asked if there were any other heating devices that could be purchased that are non-electrical? Ralph advised that he would research and see what is available.

Ralph reported that the new scale building at the landfill is almost completed and believed that they would be able to move in this week. He reported that the structure at Warm Lake is completed. He provided an overview of the work that was completed. Ralph reported that there is a lot of commercial garbage that is being dumped at the Warm Lake site and he believed that this needs to be addressed. Ralph reported that he talked with Southern Idaho Timber and they have a water truck that could be used exclusively at the landfill. He advised that this truck might be auctioned off and informed the Commissioners that the County should consider making a bid.

Valley County Recreation Coordinator, Larry Laxson advised that he went to the ISSA Convention and informed the Commissioners that Christel Freese, Valley County Groomer received Groomer of the year award for the State. She has been a groomer for Valley County for five years. Larry advised that he went to the snowmobile meeting this morning and reported that the snow grooming map is completed. He is going to try to get the agreements with the Forest Service to the Commissioners by next Monday. Larry advised that there will not be an enforcement officer for the Forest Service this year for snowmobiling. Larry provided a description of the work that had been done at Brush Creek. Larry provided the Commissioners with a grant application with Idaho Department of Parks Recreation for recreational trails. Chairman Cruickshank asked about the Van Wyck grant. Larry advised that would be a Road & Bridge grant. Larry advised the Commissioners about his travel to Boise for the Boise Snow Show. Chairman Cruickshank provided some suggestions related to the Idaho Department of Parks Recreation grant specifically about publishing it in the local paper. Larry advised that there was an audit by Idaho Department of Parks Recreation and it was recommended that Larry breakout the time that he works on snow related issues and snowmobiling to accurately account for the reimbursement the County received for his salary.

Commissioners adjourned the meeting at 3:07 p.m.

Gordon Cruickshank, Chairman

Attest:

Douglas A. Miller, Clerk

