

# Valley County Board of County Commissioners

P.O. Box 1350 • 219 N. Main Street  
Cascade, Idaho 83611-1350



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**GORDON L. CRUICKSHANK**  
*Chairman of the Board*  
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**BILL WILLEY**  
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**ELTING G. HASBROUCK**  
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**DOUGLAS A. MILLER**  
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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS  
CASCADE, IDAHO  
December 11, 2017**

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

Meeting called to order by Chairman Cruickshank at 9:00 a.m.

Commissioner Willey led the Pledge of Allegiance.

Chairman Cruickshank presented the Commissioner's Agenda for December 11, 2017. Clerk, Douglas Miller advised that there needed to be an Interagency Agreement extension between Western Federal Lands Highway and Valley County added to the agenda for the Warm Lake Highway Pavement Rehab & Chip Seal. Commissioner Hasbrouck made a motion to approve the agenda as amended. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the Commissioner's Agenda for December 11, 2017 as amended.

Senior Deputy Clerk, Christina Shaffer presented the Commissioners with Claims, Board Order Claims and Junior College Applications.

Fiscal Year 2018 Claims

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General Fund	\$111,198.60
Road & Bridge	\$62,675.20
District Court	\$3,031.29
Election Consolidation	\$866.02
Indigent & Charity	\$3,337.74
Junior College	\$2,900.00
Revaluation	\$3,016.53
Solid Waste	\$33,636.27
Tort	\$183.00
Weeds	\$1,595.99
Waterways	\$253.21
McCall-Donnelly Snowmobile	\$1,033.71
Cascade-Warm Lake Snowmobile	\$200.63
Board Order-Title III Trust	\$4,242.00
<hr/>	
Total:	\$228,170.19

Commissioner Willey made a motion to approve the Claims, Board Order Claims and the Junior College Applications that meet appropriate criteria and deny the one application for not meeting the residency eligibility. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the Claims, Board Order Claims and the Junior College Applications for Mr. William Born, Ms. Rebecca Born, Ms. Aspen Fontaign and deny the application for Ms. Allorah Rogg because she did not meet the residency requirement.

Clerk, Douglas Miller provided an update to the commissioners regarding the Clerk's Office and the Courts. He advised that there was a jury trial scheduled for December 19<sup>th</sup> through December 21<sup>st</sup> which will impact the offices. He reported to the commissioners that he would be working with the Road Department to complete the Idaho Department of Transportation Fiscal Year 2017 Financial Report.

Prosecuting Attorney, Carol Brockmann informed the commissioners about the Jury Trial that was scheduled for next week. She advised that the trial was scheduled for three days. She provided an update on personnel matters that had been addressed.

Treasurer, Glenna Young reported to the commissioners that the Treasurer's Office had still been receiving tax payments and the office was continuing to post the payments.

Assessor, June Fullmer presented to the commissioners that the appraisers had completed the reappraisals and were currently working on appraising the structures in which building permits had been issued. She reported on a meeting that she had at the Idaho State Tax Commission Office regarding park models and provided an overview of the meeting. She discussed how the park models are currently assessed and how the park models would be assessed in the future. It was discussed that legislation would be the only way to rectify the continued issue.

Anne Guarino with the Building Department presented to the commissioners and reported that the office was conducting a few building inspections and she believed that the Building Department had issued approximately 275 building permits in 2017. She presented on the change with the inspections of the wood stove inserts. She also discussed how the building department makes sure that building plans are meeting the lighting ordinance.

Court Services Director, Skip Clapp informed the commissioners that the time clock had been installed at the McCall Annex. Skip discussed the possible lease of the Juvenile Detention Center to the McCall Police Department and the need to possibly switch offices for the Juvenile Probation Officer, Dee Dee Phillips. He provided a brief overview of the potential exchange of offices amongst the probation officers. Skip advised the commissioners that he assigned Juvenile Probation Officer, Dee Dee Phillips to an IAC Sub-Committee for Juvenile Justice Administrators. He explained that after the appointment she was asked to prepare curriculum for Juvenile Probation at the Idaho P.O.S.T. Academy P.O.S.T. and she was asked to become an instructor. Skip reported that the Adult Probation Officers would be attending training for Appropriate Use of Force in Boise, Idaho. He reported on an appointment he had received from Judge Mark Ingram for a committee related to a Juvenile Justice Advisory Team.

Melissa Hamilton, University of Idaho Educator informed the commissioners that she completed the continuing education credits to maintain her pesticide consultant license. She discussed a collaborative effort that she would be working on with Washington County Extension Education to write a series of publications on season extension. She reported that she conducted an annual review with the staff of the University of Idaho Extension Office. She reported that she would have a guest speaker present to the staff during an annual team building professional development training. She reported that she would be going out on maternity leave within the next couple of weeks and she has requested that her staff would present to the commissioners during her time away. She advised that she had made arrangements to continue all programming while she was out of the office through the help of community Master Gardener volunteers and the AmeriCorps Placement, Josie. Melissa presented to the commissioners on the beef quality insurance survey that had been sent out to possible participants. She advised that she would be applying for a grant on behalf of the Western Central Mountains Food Coalition and explained that the grant would allow a meet and greet mini conference to bring outside speakers to the area.

Human Resource Director, Pat Duncan explained to the commissioners that there was a need to review positions that would potentially qualify for an exemption status. She believed that the three positions that need to be reviewed are for the Planning & Zoning Administrator, Building Official and Recreation Director. She advised that she was attempting to complete the study that had been started by BDPA. She discussed the positions that were currently classified as exempt that potentially should not be classified as exempt. She discussed the qualifications which would determine if a position should be classified exempt or non-exempt. The commissioners reviewed the study that had been completed by BDPA and discussed the matter in detail with Human Resource Manager, Pat Duncan. She explained the criteria requirements when determining if a position should be exempt. She discussed that exempt employees should not be required to use a time clock. The commissioners continued the discussion regarding the topic.

Commissioner Hasbrouck made a motion to have the Planning & Zoning Administrator position, Building Official position and the Recreation Director position classified as exempt status effective January 1, 2018. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to have the Planning & Zoning Administrator position, Building Official position and the Recreation Director position classified as exempt status effective January 1, 2018. Pat discussed that she was in the process of preparing job descriptions for the Road Superintendent to review related to Level 1 Road Technician positions and Level 2 Road Technician positions and would be bringing the matter to the commissioners for consideration of adding the levels.

IT Technology Systems Director, David Crawford provided an update of work that had been completed by the IT Department the last several weeks. David discussed the current Valley County Website and informed the commissioners that there had been a request from departments to change the headers of the Valley County Website. David presented on ways that the headers could be modified and he asked who would have authorization to make the changes. The commissioners decided that they would allow David to make the modifications as he deems appropriate.

Planning & Zoning Administrator, Cynda Herrick informed the commissioners about proposed legislation that would allow application times being extended for irrigation districts to be notified about applications to 60 days. The commissioners wanted to know why the irrigation districts should be given special treatment and would like the question to be asked during the legislative meetings. She reported that another legislative issue that deals with easement and easement holders. She advised that it would possibly require the Planning & Zoning Department to conduct title searches which would potentially increase liability.

Recreation Director, Larry Laxson reported on meetings that he had attended over the past two weeks including the IRC meeting. He reported on several discussions that had occurred related to insurance requirements for snowmobiling on private property. He advised that ISSA had obtained insurance for these areas. Larry advised that he met with the Cascade Chamber of Commerce last week and he advised that they were excited about an upcoming fun run. Larry reported on the ISSA Executive meeting and the modifications that were made on the ISSA Website. He reported on the Warren Wagon Road cleanup that had been done by the McCall Snowmobile Club. Larry reported that currently there was not enough snow to groom. He directed the commissioners to review a FaceBook Page for 208 Productions which shows information regarding back country recreation. He informed the commissioners that he had been working with the GIS Analyst, Kara Utter on updating the Recreation website.

Road Department Superintendent, Jeff McFadden reported on the extension that the commissioners would be reviewing for the Warm Lake Highway Pavement project. He reported that he had been working on the Valdez Pit Lease. Jeff reported on the appointment of two lead assistants within the road department. He also reported on road maintenance that would be completed before the road department started snow removal. He advised that the East Lake Fork Bridge should open on December 24, 2017. Jeff advised that the new road department dump trucks should be delivered in within the next couple of weeks.

Chairman Cruickshank presented the commissioner meeting minutes of December 4, 2017. Commissioner Hasbrouck made a motion to approve commissioner meeting minutes of December 4, 2017. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes of December 4, 2017.

Chairman Cruickshank began the discussion related to upcoming commissioner meetings for January, February and March 2018. The commissioners advised that they would be cancelling the January 2<sup>nd</sup> meeting. The commissioners scheduled the meetings for January 8<sup>th</sup>, January 16<sup>th</sup>, January 22<sup>nd</sup> and January 29<sup>th</sup>. The meetings in February were scheduled for the 5<sup>th</sup>, 12<sup>th</sup>, 20<sup>th</sup> and February 26<sup>th</sup>. The meetings in March were scheduled for the 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and the 26<sup>th</sup>.

Chairman Cruickshank presented the CAT Board ballot for nomination of an individual to the CAT Board. Ada County Commissioner, David Case requested nomination to the CAT Board. Commissioner Hasbrouck made a motion to nominate Mr. David Case to the CAT Board. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to nominate Ada County Commissioner, David Case to the Catastrophic Health Care Cost Program Board.

Chairman Cruickshank presented the Interagency Agreement between Western Federal Lands Highway and Valley County for an extension of the Warm Lake Highway Pavement Rehab & Chip Seal Project. Commissioner Hasbrouck made a motion to approve the Interagency Agreement and authorize the Chairman to sign. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the Interagency Agreement and authorize the Chairman to sign for an extension of the Warm Lake Highway Pavement Rehab & Chip Seal Project.

Chairman Cruickshank advised that the commissioners needed to go into closed session for Indigent & Charity at 11:23 a.m.

Chairman Cruickshank brought the commissioners out of Indigent & Charity at 11:35 a.m.

Decision after Indigent & Charity

- |                       |   |
|-----------------------|---|
| 18-KC053              | Request for County Indigent Lien/New Application  |
| 18-DH074              | Request for Release of Lien                       |
| 18-KS075              | Request for County Indigent Lien/New Application  |
| 18-DP071 & 18-DP071-2 | Request for Continuance on Hearing                |
| 18-BB012              | Request for County Indigent Lien/New Applications |
| 18-MC079              | Request for County Indigent Lien/New Applications |

Court Services Director, Skip Clapp presented to the commissioners regarding community collaborations and the meeting with McCall Donnelly School Districts. Skip provided an overview of the meeting that had occurred with the administration of the McCall Donnelly Scholl District. He presented to the commissioners that the collaboration would not replace the existing Valley County Diversion Program. He provided statistics to the commissioners related to the success of the existing diversion program. Skip explained the community collaboration model to the commissioners and how the program was being used in the State of Idaho. He presented the existing risk factors that are used to evaluate juveniles including self-control, two others. Skip discussed how a community collaboration model would work in Valley County and how it could be implemented. He advised that there were six counties who currently have community collaboration model created in their counties and he explained how the process worked. He explained that any referrals from the school district would be on a volunteer basis and he explained that the formal process of any partnership would be determined at a later date. Skip advised that he would like to obtain permission from the Valley County Board of Commissioners to continue communications with the school district on a possible community collaboration model. The commissioners had questions about how the program would actually function and what the role of the Juvenile Probation Department would be. Skip explained the different models that could be followed under the community collaboration models. He advised that he would like to identify the needs of the school districts. The commissioners would like to hear directly from the school districts and would like to see what specific model would be utilized in the schools. Juvenile Probation Officer, Dee Dee Phillips discussed the assistance that could be provided using the community collaboration model to the commissioners.

Chief of Police for the City of McCall, Justin Williams presented to the commissioners the lease for the Valley County McCall Annex for the City of McCall Police Department. Commissioner Willey made a motion to approve the lease of the Valley County McCall Annex to the City of McCall Police Department and authorize the signatures of the commissioners. CH seconded the motion. No further discussion, all in favor. Motion passed to approve the lease of the Valley County McCall Annex to the City of McCall Police Department and authorize the commissioners to sign.

Mr. Dean Jones from the Long Valley Preservation Society conducted a presentation to the commissioners to request \$5,000 from the NASI Fund Trust to complete the repairs needed at the McDougal General Store. Mr. Jones provided a handout which will be appended to the commissioner meeting minutes providing an outline of contributions that had been made and the need for additional funding. Commissioner Hasbrouck made a motion to authorize a contribution of \$5,000 to be made to the Long Valley Preservation Society out of the NASI Trust for the repairs needed at the McDougal General Store. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to authorize a contribution of \$5,000 to be made to the Long Valley Preservation Society out of the NASI Trust for the repairs needed at the McDougal General Store.

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

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

IT Technology Systems Director, David Crawford began the discussion with the commissioners regarding the timeclock usage guidelines. He advised that he would like to get input from the Elected Officials, Human Resource Director and Department Heads about the exact usage of the timeclocks and how the time would be calculated when employees check in and check out. It was suggested that a time keeping policy be developed in the future after a few months of using the actual time clock.

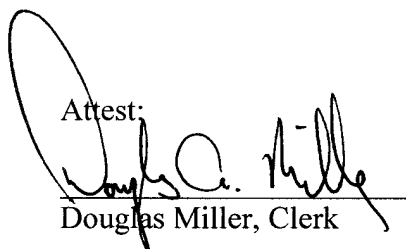
Road Superintendent, Jeff McFadden presented on private snow removal contracts. Jeff explained the issues that have been discovered when individuals are plowing county roads including liability issues and increase of insurance premiums. Chairman Cruickshank informed the commissioners that he did reach out to Mr. Doug Colwell with HD Insurance and he indicated that Valley County could sub-contract these roads but it does not release the liability of the contractor if the contractor does the removal wrong. Jeff reported on the roads that contractors currently plow on behalf of the home owners. The commissioners reminded Jeff that Valley County was currently not taking on any additional roads for winter snow removal.

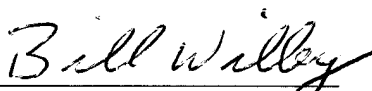
The commissioners began the interview for the opening on the Valley County Planning & Zoning Commission Board. Mr. Raymond Cooper was interviewed for the opening on the Valley County Planning & Zoning Commission. After the interview process, Commissioner Willey made a motion to appoint Mr. Raymond Cooper to a three year term beginning in January of 2018. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to appoint Mr. Raymond Cooper to a three year term on the Valley County Planning & Zoning Commission beginning in January of 2018.

Commissioner Hasbrouck made a motion to go into Executive Session per Idaho Code 74-206 (a)-Personnel. Commissioner Willey seconded the motion. No further discussion, with a roll call vote all commissioners voted "aye". The commissioners went into Executive Session per Idaho Code 74-206 (a)-Personnel at 2:15 p.m.

Chairman Cruickshank brought the commissioners out of Executive Session per Idaho Code 74-206 (a)-Personnel at 2:49 p.m. Commissioner Willey made a motion to offer the position as discussed. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to offer the position as discussed.

Commissioners adjourned the meeting at 2:50 p.m.

Attest:  
  
Douglas Miller, Clerk

  
for Chairman, Gordon Cruickshank

**Proposal for Funding from the Nasi Foundation Fund to Valley County Commissioners 12/11/17**

**McDougal General Store Foundation**

Street Address: 13120 Farm to Market Road, Donnelly, ID

**Amount requested: \$5,000**

Completed work: \$27,807.50

Estimated work still to be done: \$3,500

The LVPS will receive a matching grant of \$13,000 from Idaho Heritage Trust when the paperwork is turned in.

The LVPS has received a grant of \$8,000 from the Laura Moore Cunningham Foundation.

We anticipated earning \$8,000 in a fundraiser in Valley County – Actual earnings over normal fundraising was only \$2,600.

$\$13,000 + \$8,000 + \$2,600 = \$23,600$

This leaves us \$4,207.50 short just to cover work already done.

We still have to rebuild the front porch, rear deck, and put in new electricity. Estimated costs for these are \$3,500. We will pay for most of this with donations.

**Sponsoring Organization:**

Long Valley Preservation Society

PO Box 444

Donnelly, ID 83615

**Contacts:**

Lucy Chronic

Museum Director

208-634-9421

lmchronic@ gmail.com

Barbara Nokes Kwader

LVPS President

208-630-4983

considertheegg@frontiernet.net



1. The McDougal General Store in Roseberry, Idaho, is one of two original buildings from the original Roseberry townsite that have never been moved from their original locations. It is central to the current Valley County Museum at Roseberry. The General Store was built in 1905 by the Long Fellow's lodge, a social men's fraternity. The top story was used as the meeting room for the group and a general store was operated on the first floor in order to cover the costs of the building. B.H. McDougal operated the store until 1939, well after the town of Roseberry faded away in 1914. The 1950s brought a honey packaging business, where honey was canned and sold. In 1969, the store was converted by Frank Eld back to a general store similar to one run in the early 1900s, and operated primarily as a museum. In 2015, the building was purchased by the Long Valley Preservation Society.
2. The building had a partially rotting foundation and the building was twisting as a result.
3. The building has been lifted, fill put in beneath the building, enough to keep it above the level of high water, rotten wood in the foundation has been replaced, and additional wood added as needed to strengthen the foundation. The building was lowered to grade, straightened and stabilized. The work was done by Randy Morrell and Associated Pacific Movers.
4. We have received partial funding from the Idaho Heritage Trust, in the amount of \$13,000, from the Laura Moore Cunningham Foundation for \$8,000, and donations for \$2,600. We still need over \$7,800 to complete the project. We anticipate \$2,800 of this to come in in donations.
5. Photos of the new foundation are on following pages.
6. The building will be available for public viewing, and offer exhibits, displays, and old-fashioned souvenirs this summer. The building will continue to be used to showcase and preserve the rich history of Long Valley.



The rotten foundation shows well in this photograph taken while the building was being lifted.



This photo shows the new wood foundation just before the store was lowered onto it.

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## VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday, December 11, 2017

**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 Claims, Board Order Claims & Junior College Tuition- Senior Deputy Clerk, Christina Shaffer
- 9:30 **Elected Official Reports/Discussion**  
Assessor – June Fullmer  
Clerk – Doug Miller  
Prosecutor – Carol Brockmann  
Sheriff – Patti Bolen  
Treasurer – Glenna Young

**Department Head Reports** - 5 Minutes each  
Solid Waste- Cindy Forgy  
WICAP  
Building Department – Anne Guarino  
Court Services – Skip Clapp  
Extension Office- Melissa Hamilton  
Human Resources/Risk Management – Pat Duncan  
Exemption Status Changes  
Planning and Zoning-Cynda Herrick  
Parks and Recreation- Larry Laxson  
Road & Bridge- Jeff McFadden

- 10:50 Commissioner Discussion (Correspondence)  
Meeting Minutes of December 4, 2017  
Set Commissioner's Agenda for January, February & March 2018

FHA - GRANT EXTENSION WARM LAKE NW 1.

CAT Board Ballot

- 11:00 Indigent & Charity
- 11:15 Presentation from Court Services Director-Skip Clapp
- 11:30 Lease of McCall Annex by McCall Police Department-Chief Justin Williams
- 11:45 Long Valley Preservation Society Request for Funding-Ms. Lucy Chronic
  
- 12:00 Recess for Lunch
  
- 1:00 Discussion Time Clock Usage Guidelines-IT Director, David Crawford
- 1:30 Private Snow Removal Contracts-Jeff McFadden
- 2:00 P & Z Commissioner Open Seat Interview – Mr. Ray Cooper
- 2:30 Executive Session per Idaho Code 74-206 (b)-Personnel

Adjourn

COMMISSIONERS FUTURE MEETING DATE  
Monday, December 18, 2017