

# Valley County Board of County Commissioners

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



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

**GORDON L. CRUICKSHANK**  
*Chairman of the Board*  
gcruckshank@co.valley.id.us

**BILL WILLEY**  
*Commissioner*  
bwilley@co.valley.id.us

**ELTING G. HASBROUCK**  
*Commissioner*  
ehasbrouck@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  
July 31, 2017**

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

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

Commissioner, Bill Willey led the Pledge of Allegiance.

Chairman Cruickshank presented the Commissioner's Agenda for July 31, 2017. Commissioner Willey made a motion to approve the agenda as presented. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the Commissioner's Agenda for July 31, 2017.

Chairman Cruickshank presented the Commissioner Meeting Minutes from July 24, 2017. Commissioner Hasbrouck made a motion to approve the Commissioner Meeting Minutes from July 24, 2017. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the Commissioner Meeting Minutes from July 24, 2017.

Chairman Cruickshank presented Resolution 17-09 Recycling of IT Equipment. Commissioner Willey made a motion to approve Resolution 17-09 Recycling of IT Equipment and authorize the commissioners to sign. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve Resolution 17-09 Recycling of IT Equipment and authorize the commissioners to sign.

Chairman Cruickshank provided an overview of the NACO Conference that he attended. He explained the meetings that he attended and described the involvement of the counties across the nation with the new administration at the White House. Chairman Cruickshank explained that the NACO Conference was very beneficial. He discussed the nationwide percentage of individuals who are in need of mental health treatment. He described several other meetings that he attended while at the NACO Conference. He informed the commissioners that he sent an email out to which provides a full outline of events and Chairman Cruickshank's participation at the conference. He advised that he retained a position on the Transportation Committee and explained that he was also retained on the WIR Committee. Chairman Cruickshank concluded his presentation.

Mr. Gary Raney from GAR Inc. provided his report related to the City of Cascade Police Department. He wanted to make sure all of the pertinent facts were presented to the commissioners. He advised that there are two contract proposals being presented to Valley County and described the two options. He explained that one of the proposals would be Valley County providing 5400 hours of patrol within the City of Cascade. He presented the costs associated with salaries, equipment and other items. Mr. Raney explained that to fund one position would be \$121,021.50. He advised that the first year cost would be approximately \$363,064.45 and the following years the cost would be approximately \$228,774.38. He advised that if an agreement was entered with the City of Cascade, quarterly payments would be received by Valley County. Mr. Raney explained that if the City of Cascade chose to cancel the contract, Valley County would be required to reimburse the city a portion of the funds that were extended. He advised that if a contract was entered between Valley County and the City of Cascade it would need to be renewed annually. Mr. Raney informed the commissioners about the existing equipment that the City of Cascade has for the police department and possible options for Valley County to acquire the equipment. He provided a brief overview of the vehicles and equipment that the police department current has. Mr. Raney presented on the current police department budget for the City of Cascade and provided an overview of the savings for the City of Cascade if the Valley County Sheriff's Office provided law enforcement services to the residents. He wanted to make sure that the commissioners were aware of current costs that the City of Cascade pays for 911 fees and believed that the City of Cascade would no longer paying these expenses. The commissioners asked about the existing officers for the City of Cascade and if they would retain their current positions. Mr. Raney provided options for the commissioners to consider but advised that ultimately it would be the Sheriff's Office decision. Sherriff Bolen advised that the existing officers would be able to apply for any openings within the Sheriff's Office. Mr. Raney described the savings for the City of Cascade if a contract was entered with Valley County. Cascade city Mayor, Rob Terry informed the commissioners that there would be a public hearing at the City of Cascade on August 28, 2017, to discuss the possibility of the transition. Mr. Raney believed that the approach that was occurring was very transparent and praised the City of Cascade and Valley County.

Commissioner Hasbrouck made a motion to allow the motor pool to do a request for proposal for three new patrol vehicles with the funding be expended out of the PILT Trust. Commissioner Willey seconded the motion. No further decision, all in favor. Motion passed to allow the Motor Pool Department to do a request for proposal for three new patrol vehicles with the funding to be expended out of the PILT Trust.

Planning & Zoning Administrator, Cynda Herrick presented on V-1-17 Walcom Setback Variance. She presented her staff report regarding the setback variance request. She reported that the matter was presented at a public hearing through the Valley County Planning & Zoning Commission and was unanimously approved by the planning & zoning commission. Commissioner Willey made a motion to approve the V-1-17 Walcom Setback Variance. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the V-1-17 Walcom Setback Variance.

Chairman Cruickshank began the discussion related to a dispute over a tax liability for Mr. Ken Deibert. Assessor, June Fullmer provided an overview of existing dispute. Chairman Cruickshank advised that it had been explained to Mr. Deibert that the tax dollars that had been collected had already been disbursed and advised that Mr. Deibert had never taken the matter to the Board of Equalization. He explained that the commissioners have the ability to reduce the value for last year. Assessor Fullmer informed the commissioners that the square footage that they had reflected had been corrected. Treasurer, Glenna Young provided her input to the commissioners and recommended that the commissioners continue to follow the policy that an individual could apply for a hardship with the commissioners. She suggested that the commissioners allow that Mr. Deibert be credited for Tax Year 2016. Commissioner Hasbrouck made a motion to credit Mr. Deibert for Tax Year 2016. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to credit Mr. Deibert for Tax Year 2016.

University of Idaho Extension Office Educator, Melissa Hamilton presented to the commissioners on the area sector development analysis for the West Central Mountains. She provided a handout that will be appended to the commissioner meeting minutes. She reported on the intuitions that were involved with the analysis. She emphasized that the analysis was not a prescription for what needed to be done. Melissa presented on the existing and non-existing sectors. Included in the presentation were listed short term goals and long term goals. Melissa stressed that the West Central Economic Development Council would need to keep a current asset list. She presented on the next steps and the desire to continue to narrow the focus. Melissa concluded her presentation to the commissioners.

Road Superintendent, Jeff McFadden presented the engineering contract for HDR Engineering for the East Lake Fork Bridge Construction Project. Jeff explained the responsibility of HDR Engineering. Commissioner Hasbrouck made a motion to approve the HDR Engineering contract and authorize the chairman to sign. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the HDR Engineering contract and authorize the chairman to sign.

Chairman Cruickshank advised that the Commissioners would be going into a closed session for Indigent & Charity at 11:55 a.m.

Chairman Cruickshank brought the Commissioners out of Indigent & Charity at 12:01 p.m.

Decision after Indigent & Charity

8-AP086

Request for Denial  
Board of County Commissioners Meeting  
July 31, 2017  
Page 3

18-DP071 Request for County Indigent Lien/New Application

18-LB061 Request for County Indigent Lien/New Application

Commissioners recessed for lunch at 12:05 p.m.

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

Chairman Cruickshank opened the public meeting for the Public Hearing for Creation of Donnelly Library District at 1:01 p.m.

Chairman Cruickshank asked to hear a staff report from the Elections Clerk, Kathleen Wilson.

Elections Clerk, Kathleen Wilson presented a staff report to the commissioners.

Ms. Laura Bettis who resides at 13681 Norwood Road Donnelly, Idaho presented as the applicant to the Valley County Board of Commissioners regarding the proposal to create a Donnelly Library District. Commissioner Willey asked a question about the proposed boundaries for the Donnelly Library District. Ms. Bettis explained the boundaries that are being proposed. Commissioner Hasbrouck asked about the levy rate that was being proposed. Ms. Bettis referred to the maximum levy rate that a library district could request and presented on additional funding that would be requested through donations.

Chairman Cruickshank requested to hear from individuals who are proponents.

Ms. Alice Ridal who resides in Valley County, Idaho, presented as a proponent for the creation of a Donnelly Library District.

Ms. Cassidy & Mckenzie Crockett who reside in Valley County, Idaho, presented as a proponent for the creation of a Donnelly Library District.

Ms. Diane O'Keefe who resides in Valley County, Idaho, presented as a proponent for the creation of the Donnelly Library District.

Ms. Mary Stanger who resides in Valley County, Idaho, presented as a proponent for the creation of the Donnelly Library District.

Ms. Jean Keyes who resides in Valley County, Idaho, presented as a proponent for the creation of the Donnelly Library District and placing on the November ballot.

Ms. Sherry Scheline who resides in Valley County, Idaho, presented as a proponent for the creation of the Donnelly Library District and placing the matter on the general ballot in November.

Ms. Kathy Scheline who resides in Valley County, Idaho, presented as a proponent for the creation of the Donnelly Library District and placing the matter on the general ballot in November.

Ms. Seirra Swain who resides in Valley County, Idaho, presented as a proponent for the creation of the Donnelly Library District and placing the matter on the general ballot in November.

Mr. Cecilia Tyler who resides in Valley County, Idaho, presented as a proponent for the creation of the Donnelly Library District and placing the matter on the general ballot in November.

Ms. Julie Kangas who resides in Valley County, Idaho, presented as a proponent for the creation of the Donnelly Library District and placing the matter on the general ballot in November.

Ms. Lisa Andresen who resides in Valley County, Idaho, presented as a proponent for the creation of the Donnelly Library District and placing the matter on the general ballot in November of 2017.

Chairman Cruickshank asked to hear from anyone who was uncommitted. The record should reflect that there was no one who wanted to present as uncommitted.

Chairman Cruickshank asked to hear from anyone who was opposed to placing the matter on the general ballot in November.

Mr. Gene Tyler who resides in Valley County, Idaho, presented to the commissioners as an opponent to the creation of the Donnelly Library District and opposed to placing the matter on the ballot in November of 2017.

Chairman Cruickshank asked to hear a rebuttal from the applicant.

Ms. Laura Bettis presented to the commissioners and appreciated that fact that Mr. Gene Tyler testified as an opponent to the proposed matter. She explained again the benefits from creation of a library district and stressed to the commissioners that the matter would be decided by the registered voters. She informed the commissioners that if the library district was created it would be governed by a board. She described the required qualifications for a library district librarian.

Chairman Cruickshank closed the public meeting at 1:52 p.m. and brought the matter back to deliberations. Chairman Cruickshank asked to hear from the Prosecuting Attorney, Carol Brockmann regarding the requirements of the Valley County Board of Commissioners. Ms. Brockmann advised that the Elections Clerk, Kathleen Wilson would present an order to the commissioners. Elections Clerk, Kathleen Wilson provided the Idaho Code 33-2701 to the Valley County Board of Commissioners.

Commissioner Hasbrouck provided comments to those in the audience and believed that a library would be positive. Commissioner Hasbrouck made a motion to authorize the

Board of County Commissioners Meeting

July 31, 2017

Page 5

Prosecuting Attorney, Carol Brockmann to draft an order to have the matter placed on the November 2017 general election ballot for the proposed creation of the Donnelly Library District. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to authorize the Prosecuting Attorney, Carol Brockmann to draft an order to have the matter placed on the November 2017 general election ballot for the proposed creation of the Donnelly Library District.

IT Director, David Crawford presented to the commissioners regarding the Network Analyst Salary. Mr. Crawford informed the commissioners about the proposed candidate and his qualifications. David provided the commissioners with a proposed salary utilizing the implementation of the study that was conducted by BDPA. David requested that he have the ability to have the starting salary at \$24.49 per hour. Commissioner Hasbrouck made a motion to authorize the IT Director, David Crawford to offer an hourly rate of \$22.04 to \$24.49 for the Network Analyst Position. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to authorize the IT Director, David Crawford to offer an hourly rate of \$22.04 to \$24.49 for the Network Analyst Position.

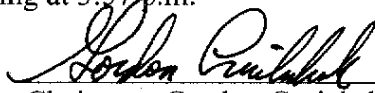
Treasurer, Glenna Young presented to the commissioners regarding the tax deed process. She informed the commissioners about a parcel that was taken during the tax deed hearing. Glenna advised that the parcel that was taken belonged to the City of McCall. Glenna advised that the Prosecuting Attorney felt that there should be a cancellation done. Glenna presented a tax cancellation for RPM0508006001B. Commissioner Hasbrouck made a motion to approve Tax Cancellation 17-17 and authorize Chairman Cruickshank to sign. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve Tax Cancellation 17-17 and authorize Chairman Cruickshank to sign.

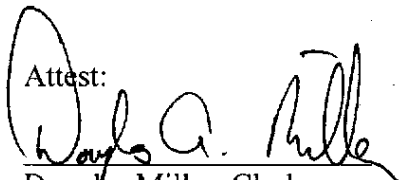
Chairman Cruickshank began the discussion related to the new proposed Valley County Personnel Policy. Prosecuting Attorney, Carol Brockmann presented the updated personnel policy to the commissioners and provided an overview of the personnel policy to the commissioners including modifications that have been made. She advised that all employees would be required to sign an acknowledgement that they have read the updated personnel policy. The commissioners indicated that they have had the opportunity to fully review the updated personnel policy. The commissioners discussed the proposed procurement policy and believed that there needed to be modifications to the procurement policy. The commissioners advised that they felt that the proposed procurement policy needed further review and would not be making a decision related to the proposed procurement policy. Commissioner Willey made a motion to adopt the Valley County Personnel Policy as of July 31, 2017, and all the associated policies that were presented. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to adopt the Valley county Personnel Policy as of July 31, 2017, and all the associated policies that were presented.

Chairman Cruickshank began the discussion related to accepting court payments at the Valley County McCall Annex. Court Services Director, Skip Clapp explained to the commissioners that the annex had been accepting payments since 2000 and provided the commissioners with an overview of the accepting payments process at the annex. Commissioner Hasbrouck had concerns that the annex was accepting cash and believed that they were setting themselves up for liability issues. Chairman Cruickshank expressed his concerns as well but understood that it was a service that the county had been providing. Skip again requested the ability to utilize

QuickBooks. He also informed the commissioners about the existing procedure accepting payments at the annex. Prosecuting Attorney, Carol Brockmann believed that there should be continued county policy for accepting payments.

Commissioners adjourned the meeting at 3:57 p.m.

  
Chairman, Gordon Cruickshank

Attest:  
  
Douglas Miller, Clerk

# Valley County Board of County Commissioners

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



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

**GORDON L. CRUICKSHANK**  
*Chairman of the Board*  
gcruickshank@co.valley.id.us

**BILL WILLEY**  
*Commissioner*  
bwilley@co.valley.id.us

**ELTING G. HASBROUCK**  
*Commissioner*  
ehasbrouck@co.valley.id.us

## VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday, July 31, 2017

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

**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 Commissioner Discussion (Correspondence)
  - Commissioner Meeting Minutes of July 24, 2017
  - Resolution 17-09 Recycling of IT Equipment
  - NACO Conference report
- 9:30 GAR Inc. Report on City of Cascade Police Department  
Purchase of Vehicles Discussion/Decision
- 10:30 V-1-17 Walcom Setback Variance- Cynda Herrick
- 10:45 Dispute over Tax Liability Discussion/Decision-Mr. Ken Deibert
- 11:00 Area Sector Development Analysis for the West Central Mountains Presentation
- 11:45 Sign Construction Engineering Contract for HDR Engineering for the East Lake Fork  
Bridge Construction Project- Jeff McFadden
- 11:55 Indigent and Charity
- 12:00 Adjourn for Lunch
- 1:00 Public Hearing-Creation of a Donnelly Library District
- 2:00 Network Analyst Salary Discussion/Decision - David Crawford
- 2:30 Tax Deed Property – Glenna Young
- 2:45 Valley County Personnel Policy Discussion/Decision



3:30 Accepting Court Payments at the Valley County McCall Annex Discussion/Decision

Adjourn

COMMISSIONERS FUTURE MEETING DATE

Monday, August 7, 2017