

APPROVED

COMMISSIONER MEETING OF August 28, 2017

The Caribou County Commissioners met in regular session on August 28, 2017 at 9:00 a.m. Those in attendance for the first hour were Phil Christensen, Commission Chair, Mark Mathews, and Bryce Somsen, Commissioners. Also in attendance were Caribou County Clerk Denise Horsley, Deputy Clerk Jessica Zander, Caribou County Attorney Doug Wood, Road and Bridge Supervisor Kim Spencer, Leadman Brett Barfuss, David Sotutu, Caribou County Sheriff Kelly Wells, Chief Deputy Matthew Galloway, Jail Commander Brandy Bredehoff, Public Safety Director Eric Hobson, EMS Director Larry Weaver, Indigent Director Donna Ledbetter, Building Inspector Ralph Hopkins, TJ Burbank, Caribou County Treasurer Angie Mendenhall, Courthouse Maintenance Randy Stephens, Information Technology Terri Stephens, Tracie Erickson, Jared Marchand, and Blake Poulsen

The meeting opened with the pledge of allegiance and prayer.

Commissioner Somsen made the motion to add Randy Stephens and Terri Stephens to the agenda and to remove Jayson Lower because he is unable to attend the meeting. Commissioner Mathews seconded the motion. Motion carried

Kim Spencer/Brett Barfuss, Road and Bridge:

- We are getting \$194,000 from the state of Idaho for highway grants. Kim asked the commissioners if he should use some of the funds for the Clemens Hill project. Commissioner Mathews said this project needs to be done in the fall. It is not a winter project so we need to get going on it. They said to make this project a priority and put the Crow Creek project on hold especially where they have a possible pipeline going in at Crow Creek. Commissioner Mathews said Fish Hatchery Road also needs some maintenance done before winter.
- Commissioner Mathews will call the engineering firm on the Clemens Hill project and try to get a timeline established.
- Kim asked Commissioner Christensen about the hospital project. Kim said he is now being told that his crew is responsible for all the grade work. Commissioner Christensen suggested that Kim go talk to the hospital CEO if this was not part of the agreement. Commissioner Christensen said another contact at the hospital would be Cameron Marlow.
- Commissioner Somsen said he spoke to Justin Skinner about the contract between Agrium and Kiewitt. Skinner said the contract is confidential and he is unable to give the commissioners a copy of it. Commissioner Somsen said he wants a letter on Agrium letterhead stating who is accountable for the road maintenance to the mine. He asked Kim to follow up on getting something from Jon Goode.
- Commissioner Somsen said that he is still concerned about some soft spots on Lanes Creek Road. Kim will follow up on that issue as well.

Eric Hobson, Public Safety Director:

- Eric has ordered the new ambulance thru Wheeled Coach. No other company could come close to their bid. He believes this will be our 4th ambulance that we have ordered from them.
- He is having another EMT class in January. He will be doing some recruiting between now and then. On average, only 3 have passed the last few classes. Eric is worried about the lack of volunteers.
- Monsanto has offered to pay the biggest share of the cost to conduct the EMT class.
- Eric received a call from the City of Soda Springs. ICRMP has denied the tort claim that was filed by the Sheriff's office. They say the equipment failure at the jail was caused from lightning not from the city power. Rocky Mountain Power agreed that the cause was lightning.

Randy Stephens, Courthouse Maintenance:

- Commissioner Somsen motioned to go into executive session pursuant to I.C. 74-206(b) at 10:19 A.M. Commissioner Mathews seconded the motion. Motion carried. Commissioner Somsen motioned to reconvene to regular session at 10:22 A.M. Commissioner Mathews seconded the motion. Motion carried.
- Randy is going to place an ad in the newspaper for contractors to submit bids on the courthouse remodel project. It should appear in the local newspaper in September and hopefully the contractors can have bids in around September 21.
- The remodel includes placing a public defender office upstairs. There will be enough room for the public defender and an office assistant. Denise asked if this office will have an adjoining door going into the break room. Randy said it will not have an adjoining door.
- The door behind the judge in the courtroom will be changed so that they don't have enter a code to exit the courtroom.
- Judge Kress has mentioned that he would like to get some input on where to place the television monitor from other courts that already have them.
- Randy is looking for input from employees on the 2nd floor. Angie Mendenhall suggested that her office be swapped with the Assessors office. She said Aaron could have the little office between the two offices and it would place all his employees on the same side of the hallway. She thought combining the copy room and the Assessors office would be the best way. She would like a long barrier placed between the two offices to serve as a counter. She thought something similar to what the court clerks have upstairs without the window would be ideal.

Kelly Wells, Caribou County Sheriff:

- The K-9 passed way in her sleep. They are working on getting another one. Commissioner Mathews asked if the K-9 was an older dog. She was only 5. It was sudden and unexpected.
- Kelly is trying to make contact with Wayne Baker that made a donation to the Sheriffs Office to see if they can use the donation towards the K-9. The total cost is \$10,000.

- Brandy Bredehoff was able to renegotiate the CBM contract and the contract amount will remain the same as it has been.
- They were aware that the tort claim with the City of Soda Springs was denied as mentioned by Eric Hobson. Bredehoff had already spoken to Hobson and we will file the claim with our insurance and we will be required to pay the \$1000 deductible.
- Matthew Galloway said the invoices for the new vehicles should be coming anytime. Commissioner Somsen asked when the new vehicles will arrive. Galloway is expecting them in October or November.
- Commissioner Mathews motioned to accept the contract from CBM for the food service at the Caribou County jail with the stated food schedule. Commissioner Somsen seconded the motion. Motion carried.

Donna Ledbetter, Indigent:

- Commissioner Mathews made the motion to approve Indigent Case 2017-13, because the applicant meets all the criteria. Commissioner Somsen seconded the motion. Motion carried.
- Commissioner Somsen made the motion to approve the payout of \$2,800 on Indigent case 1998-22. Commissioner Mathews seconded the motion. Motion carried.

Terri Stephens, Information Technology:

- Terri said she will work on arranging a conference call with revise.com. They are the company that revamped the City of Soda Springs website.
- Terri said she figured 68 employees would benefit from the know before software that was discussed in the previous meeting. The estimated cost would be \$12.50 per user each year. She also likes the fact that we access their system, they don't access our system. She would like to try it for a year to begin with.
- Doug Wood suggested that she talk to ICRMP about a discount if we have something like this in place.
- Commissioner Mathews told Terri if the price is under \$900 to proceed with the purchase of this software.

Ralph Hopkins, Building Department:

- Ralph has set his retirement date as August 30. He would like to defer his buyout check until next January for personal reasons.
- The commissioners all agreed that Ralph would need to stay employed until January for the check to be issued in January.

T.J. Burbank, IT:

- TJ performed a check on our IT system. He thinks our current system is good, but he did have a few suggestions.
- He would like to have a router reinstalled a different way. It is an easy fix; it would only take a few minutes.
- Some of the services that we are not using should be terminated.
- He would like to see more logging.
- He recommends a next gen firewall.
- He would like to set something up so he will get a daily report of the system. This can help pinpoint where a virus came from.
- An optional item that he said is worth considering is network monitoring software. It graphs software usage and has a notification system of server issues. This would take a few hours to install.
- He does have some supplies that we can purchase; however, if he is aware of a cheaper price somewhere else, he will be totally honest and refer us to the cheaper vendor.
- Commissioner Somsen explained to TJ that we use Computer Arts. Somsen asked if we would drop our software maintenance with Computer Arts along with our hardware maintenance. He said his recommendation would be to keep the software maintenance with them and he can provide all or some of the hardware maintenance.
- Terri said her main concern is availability when we have a problem. She asked if he is always available. He said he always prioritizes the issues and he can be where he is most needed. He can also help remotely depending on the problem.
- If he is unavailable, he has two other consultants that cover for him. We will never be left without help.
- Commissioner Mathews motioned to proceed forward with IT upgrades thru TJ Burbank. He is to install untangle and the other recommendations covered in his presentation. The cost will be approximately \$3700 for the upgrades and labor. Commissioner Somsen seconded the motion. Motion carried.

Public Hearing, Budget 2017-2018:

- Commissioner Somsen motioned to go into a public hearing at 11:30 A.M. Commissioner Mathews seconded the motion. Motion carried.
- When the budget hearing was presented, the estimated market value was \$831,510,834.00. The Idaho State Tax Commission came back with a value of \$844,513,510.00.
- Detention deputies will be getting a raise of \$1.00 per hour; the 2 detention sergeants will be getting a raise of \$1.50 per hour. The hourly wage will be closer to what Road and Bridge employees are paid.
- Denise Horsley asked Doug Wood how long he is planning on keeping his part time assistant. He said he would like to keep her as a permanent part time employee.

- Commissioner Mathews motioned to adopt Resolution 2017-10 for Caribou County Budget Year 2017-2018. Commissioner Somsen seconded the motion. Motion carried.
- Commissioner Mathews motioned to reconvene to regular session at 11:40 A.M. Commissioner Somsen seconded the motion. Motion carried.

Blake Poulsen, Building Department:

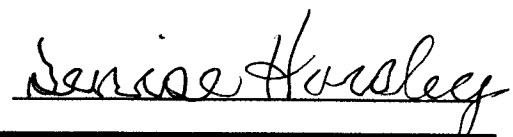
- Commissioner Mathews moved to convene to executive session at 11:45 a.m. pursuant to I.C. 74-206(a). Commissioner Somsen seconded the motion. Motion carries. Commissioner Somsen moved to reconvene to regular session at 12:15 p.m. Commissioner Mathews seconded the motion. Motion carried.
- Commissioner Somsen asked that it be on record that Blake Poulsen will be our new full time building inspector under the agreed terms with a tentative start date sometime in September. He will work 40 hours a week to start and his working hours will be discussed again next year to see if they should be reduced to 30 hours. The previous building inspector was working a 30 hour work week.
- The commissioners also asked Blake to make sure that he has coverage arranged when he is unavailable. Blake thought he would be able work something out with some other counties. Commissioner Mathews asked Blake to put together a proposal to present to the other counties that states no financial obligation to the county. Commissioner Mathews also asked that the days and hours that building permits and inspections will be performed be clearly understood.

Other:

- Commissioner Mathews moved to pay the claims in the amount of \$290,507.27, and payroll claims in the amount of \$176,691.94, and to approve the minutes of August 14, 2017, as amended. Commissioner Somsen seconded the motion. Motion carried.
- Certificate of Residency/Affidavit were presented to the Commissioners for Approval. The following students are taking course through Idaho Jr. Colleges. Juniors: Chelsea Wistisen Seniors: Noelia Rodriquez, Justice Balls, and Post-Secondary: Kayd Mumford, Sierra Stoor, Allyson K. Schwulst, Mason E. Smith, Shelby R. Miller. Commissioner Mathews made the motion to approve the Certificate of Residency/Affidavit. Commissioner Somsen seconded the motion. Motion carried.
- The meeting adjourned at 12:30 p.m. The Caribou County Board of Commissioners will meet September 11, 2017 at 9:00 a.m. for regular meeting.

Signed: Phil Christensen, Commissioner Chairman

Attested: Denise Horsley

Approved Payment of Bills

	28-Aug-17	Payroll
Current Expense	\$ 6,148.52	
Indigent	\$ 4,337.35	
Road & Bridge	\$ 28,053.86	
Special Highway	\$ 82,972.75	
Justice	\$ 8,565.76	
Consolidated Election	\$ 336.55	
Weed Control	\$ 15,826.62	
Solid Waste	\$ 9,676.28	
Reappraisal	\$ 8,273.69	
Health	\$ 1,064.04	
Hospital M&O		
Ambulance	\$ 715.68	
Parks & Recreation	\$ 16.43	
Tort		
County Fair		
County Court Facility		
District Court	\$ 2,611.56	
Court Services		
Juvenile Justice	\$ 1,676.84	
Veteran's Memorial		
Mineral Leasing		
PILT	\$ 1,604.62	
Idaho State Treasurer	\$ 362.76	
City of Soda Springs	\$ 36,311.56	
City of Bancroft	\$ 7,535.54	
City of Grace	\$ 12,716.21	
Bancroft Cemetery	\$ 518.21	
Central Cemetery	\$ 327.67	
Fairview Cemetery	\$ 2,948.62	
Freedom Cemetery	\$ 62.47	
Grace Cemetery	\$ 1,271.69	
Lago Cemetery	\$ 212.14	
Lava Cemetery	\$ 2.84	
Lund Cemetery	\$ 101.98	
Thatcher Cemetery	\$ 183.32	
Turner Cemetery	\$ 170.59	
School District #148	\$ 1,469.01	
School District #149	\$ 663.09	
School District #150	\$ 1,994.33	
School District #21		
Grace Free Library	\$ 3,220.23	
TV Translator	\$ 646.07	
Waterways	\$ 35.17	
Tax Deed Excess Funds		
Farmers Land & Irrigation LID		
Bailey Creek Fire District	\$ 86.59	
Freedom Fire District	\$ 134.40	
Auditor's Trust	\$ 40.00	
Adult Probation Fee	\$ 28.00	
Diversion Education Trust		
Juvenile Housing Trust		
Water District		
Court Trust	\$ 80.00	
Centennial Trust		
College Trust		
Caribou Count Solid Waste Trust	\$ 3,239.72	
ID Trust		
Concealed Weapon's Trust		
Motor Vehicle Trust	\$ 44,264.51	
911 Trust		
Public Safety Trust		
Weed Control Trust		
Drug Court Trust		
Youth Court Trust		
Soft Costs & Vidoe Arraignment		
Vessel Account		
Grand Total	\$ 290,507.27	\$ 176,691.94

CARIBOU COUNTY COMMISSIONER'S AGENDA

Date: 8/28/2017

Time	Name of Person/Party	Concerning
9:00 AM	Bills & Minutes	
9:15 AM	Kim Spencer	Road & Bridge
9:30 AM	Jared Marchand	CASA 6th District
9:45 AM	Eric Hobson/Larry Weaver	EMS & Fire
10:00 AM	Donna Ledbetter	Indigent
10:15 AM	Jayson Lower	Landfill
10:30 AM	Kelly Wells	Sheriff
10:45 AM	Ralph Hopkins	Building Department
11:00 AM	T.J. Burbank	IT
11:15 AM		
11:30 AM	Public Hearing	Budget 2017-2018
11:45 AM	Blake Poulsen	Executive Session
NOON	LUNCH	
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OTHER BUSINESS: Executive Session I.C. 74-206

Certificate of Residency Approvals

The board of commissioners may go into executive session pursuant to Idaho Code. Anyone needing special assistance to attend the above noticed meeting should contact the Clerk's Office at (208)547-4324.