

COMMISSIONER MEETING OF December 11, 2023

The Caribou County Commissioners met in regular session on December 11, 2023 at 9:00 a.m. Those in attendance were:

Mark Mathews, Commissioner Chairman	T.J. Burbank
Bryce Somsen, Commissioner	Jeff Harris
Marty McCullough, Commissioner	James Ackerman
Doug Wood, Prosecutor	Megan Davis
Jill Stoor, Clerk	James Jarrett
Sharlene Simons, Deputy Clerk	Michael Fowler
Kevin McLain, Road & Bridge	Scott Hensley
Eric Hopson, Fire /Ambulance	Casey Gini
Rowdy Larkins, Maintenance/Building Dept	Alex Tippetts
Aaron Cook, Assessor	Whitney Harris
James Ackerman	Michelle Martin

The meeting opened with Bryce Somsen leading the pledge of allegiance and prayer.

Kevin McLain, Road & Bridge:

- Kevin shared that the 2 new Kenworth's were picked up on Wednesday, and have been delivered to Diesel Depot in Aberdeen for installation of the dump switches.
- He mentioned that the Board would be see billing at Point S for tires. He said that for a set of 6, the cost will be around \$16,000.
- The D8 was going to be delivered; it was delayed due to the storm. Kevin stated that the internal water pump cost \$11,290. Estimates on D7 are back regarding the torch convertor on the transmission, with the quote coming in just under \$20,000. Work will start this week.
- He mentioned that Brian Fuel called and asked if the county is interested in doing some crushing for the Forest Service on Timber Creek. Discussion was held on the size of the pit, how it would be paid, and if the county really has time to do this. Brian just wanting to start a dialog about the possibility.
- Kevin stated the ATV bridge installed at Bridge Creek has some of the uprights having water issues; the water is getting into the supports and then freezing causing concerns of cracking. The county is being asked to drill into the tubes to help prevent damage to these tubes.
- Kevin found the City of Pocatello policy used to determine overtime and shared it with the Board. Discussion on how this will affect employees, budgets etc. Eric shared information about the 303 code under labor describing entitlement and benefits and how this might help clarify this situation.

- Code enforcements – Kevin mentioned that an employee was going down North Trail Canyon and had a property owner parking a vehicle right alongside the road due to a steep access to the property, making it difficult to get past it with a road grader or a snow plow and also causing safety concerns. Mill Canyon also had an issue with someone plowing to a property and then leaving a snow berm so someone coming over from the top side will get hung up. He is asking who should enforce these violations and the Board agreed that the Sheriff should be notified.

Eric Hopson, Fire/Ambulance:

- Eric said that Tuesday will be the first EMT class and he has 10 people that signed up and Itafos will have 8 people. The class will be running 18 weeks.
- He had a suggestion to hold a Department Head meeting on a reoccurring basis so everyone can be on the same page and be informed of what is happening in the county. Example: The IT Department being vacant temporarily is causing different issues in various departments. There was conversation of times and dates and if there was a possibility of this happening.

Rowdy Larkins, Courthouse Maintenance/Building Department:

- Rowdy started out by handing out a Caribou County Building Report showing the new permits from 8/15/2023 – 12/06/2023. He said he would also get a total at the end of the year.
- He mentioned that he got ahold of ICRMP and they suggested getting the 1st settlement out on the fair building that fell in and then get a bid to adjust the additional payment. Shannon thought about adding that money to the event building.
- Rowdy talked about the floor in the judge's chambers. It was suggested to install a subfloor and lay new flooring. He will talk to the floor company to see what options they recommend.
- Discussion was held on Rowdy doing inspections for air and heating but no decisions were made. Local contractors came with concerns about response times from IDOPL. More information needs to be researched before deciding what to do. Commissioner Somsen suggested Rowdy to call Senator Harris to see if he is aware of the issue.

James Ackerman:

- **Commissioner Somsen made a motion to convene an executive session pursuant to I.C.74-206(b) at 9:41 a.m. Commissioner McCullough seconded the motion. Motion passed unanimously and the executive session convened.**
Commissioner Somsen suggested ending the executive session at 10:18 a.m. with no decision made.

Nellie Askew, Planning & Zoning:

- **Commissioner Somsen motioned to convene a Public Hearing at 10:18 a.m. regarding the vacation of some roads in the Alexander Townsite. Commissioner McCullough seconded the motion. Motion passed and the hearing began.**

Mr. Clark is seeking the vacation of the roads surrounding his property in order to optimize land use. He is the owner of lots 1 through 26, Block 14 as well as all of Blocks 9, 10, 11, and 15. It's important to note that Mr. Clark acknowledges that the vacation of Oregon Trail Road will not be possible. However, the Old Highway that traverses the lower section of Mr. Clark's property has already been officially abandoned and vacated by the Idaho Transportation Department.

Staff Findings: After a thorough assessment, the staff has concluded that the decision to vacate the roads surrounding lots 1 through 26 in Block 14, as well as all of Blocks 10, 11, and 15, is in accordance with the stipulations outlined in the Caribou County Code 13.08.20 and Idaho Code 50-130. This move allows the property owner to optimize the use of their property more efficiently. Importantly, this action is not expected to adversely impact neighboring properties and aligns with the objectives outlined in the 2023 Comprehensive Plan.

Commissioner Somsen made a motion to approve the vacation of the roads for the Alexander Subdivision for lot 1 through 26, Block 14, as well as all of Blocks 10, 11, and 15 is in accordance with the stipulations outlined in the Caribou County Code 13.08.20 and Idaho Code 50-130. This move allows the property owner to optimize the use of their property more efficiently. Importantly, this action is not expected to adversely impact neighboring properties and aligns with the objectives outlined in the 2023 Comprehensive Plan. Commissioner McCullough Seconded the motion. Motion passed.

Commissioner Somsen made a motion to end the public hearing at 10:26 a.m. Commissioner McCullough seconded the motion. Motion passed.

T.J. Burbank:

- T.J. presented a proposal to share with the Board for IT Services to have someone on location 1 day a week, and be available to work remotely outside of the weekly visit. Responding to emergencies as needed.

Proposal:

IT Specialists provides IT services to Caribou County in the following way:

1. Have a technician on-site 1 full day (8 hours) per week for the rate of \$800 per day or \$3200 per month.

2. Provide services and support as needed outside of scheduled weekly visit via remote control software and on-site when necessary during times of emergency or system outage at an hourly rate of \$95 per hour.
- Daz Butters works with T.J. and would most likely be assigned to come to Caribou.
 - Commissioners asked how much can be worked on remotely and T.J. mentioned that about 90% of the work can be done without being on location.
 - There were questions from department heads and elected officials concerning admin lockouts, the server room needing work, and permissions being added to each department.

Jeff Harris:

- Jeff Harris, 1327 Village Rd., spoke to his concerns about the 2nd half of Village Road not being maintained this year and was not notified that it was not going to be maintained. Jeff talked to the developer and he said he was not planning on paying for the road to be maintained. He mentioned that they are here to ask the Board to reconsider the 10-house rule for their ½ of the road. Jeff pulled all tax bills for every lot that is attached to Village Road. The first mile that is maintained has brought in \$9348 to the county. The second half, the half that they live on, is 1.5 miles and it is non-maintained, and has brought in \$15,093.29 to the county. This is 50% more to the county than the first half of Village Road. He shared that with the new homes being built, based on those estimations, by this time next year, they will be bringing in \$20,000 at least which will be double what the first half of the road is bringing in. He shared examples of Afton's Way and Barley Meadows having to have 10 houses also stating that 8% of his taxes goes to Road & Bridge. Commissioner McCullough asked how many homes are there currently and Jeff answered with 6 homes. Alex Tippetts, 1336 Village Road, for the record said that the last minutes stated that Jeff Tippetts was there where it was really Alex who attended the meeting. Alex mentioned they are weeks away from getting their certificate of occupancy and have a few things that need to be fixed. Commissioner Mathew asked if the road had been brought up to code since the last meeting. Nellie mentioned that Kim approved the majority of it for development purposes but nothing past that. Nellie expressed her concern with the road. The code states that the turn around should be a 65-foot radius and she is not sure that has been met. Jeff was not issued a building permit until that was met and the developer fixed the issue. Kevin shared that he approves roads for EMS purposes only. It was mentioned that the grade was 12% and Jeff mentioned it has been fixed to 6%. No maintenance has been done over the summer on this road. Doug Wood asked if the developer is amenable to transfer this to the county and is he liable to fix it? It is platted as a private road and a recreational subdivision. Doug gave some legal advice suggesting that it needs to be brought up to county standards and then be willing to dedicated this to the county as a public road. Jeff also brought up the safety concern that also goes with maintaining the road.

There was more discussion with the following supporting Jeff: Mike Fowler ,1309 South Prairie Circle, Casey Gini, Megan Davis, 1311 S Prairie Circle, Alex Tippetts, and Whitney Harris, 1327 Village Road.

Jeff asked if the Board could meet them half way and it was mentioned that there are several concerns that need to be met before the road can be adopted by the county. This winter the residence will need to pay the full amount which is 1.4 miles at \$2543 per mile for a total of \$3560.20. Village Road will then need to be approved by code and 75% of lot owners need to sign off on having the county adopt the extension of the road.

Kevin mentioned they will plow the road this year if the fee is paid.

Nellie Askew, Planning & Zoning:

- Nellie shared the advertisement for the Idaho State Journal that will be run for 2 weeks for an RFQ (Request for Qualifications) regarding engineering & surveying services for county projects according Jake's recommendations. The purpose of this RFQ is for Caribou County, Idaho to receive responses from qualified engineering firms for county engineering and surveying services. Qualifications are requested for furnishing professional services pertinent to the scope of services outlined in the full RFQ.

These proposals need to be sealed, and received in person by Friday, January 5th, 2024 by 12:00 p.m. Submittals will be opened by the Commissioners at the January 8th, 2024 County Commissioners meeting. Late submittals will not be accepted and will not be opened.

Commissioner Somsen asked if they had an idea of what kind of funds they would request as far as a retainer fee. Nellie mentioned that she and Jake had this conversation, and thought that \$50,000 might be too much.

Aaron Cook, Assessor:

- Aaron spoke with the Commissioners a while back about a contract for a 3rd party vendor on assessment notices. Doug has reviewed these contract and bids were presented for print and mail for \$1139 and postage for \$1129. Canyon & Shoshone counties currently use this company and seem to really like them. Aaron would like to send an informational letter with the notices and this vendor would also include this.

Commissioner Somsen made a motion to enter into contract with Billing Document Specialties for 2 separate contracts. The first for printing & mailing at \$1139.33, and the second at \$1929.40 for postage. Commissioner McCullough seconded the motion. Motion passed.

Doug Wood, Prosecutor:

- Doug mentioned the battery on his surface pro laptop is overheating and causing it to shut down. He is needing a new computer and to have it set up. He stated it will cost over \$1000 so he needs the permission of the Board. He has money in capital outlay available for this purchase.

Commissioner Somsen made a motion to approve up to \$1500 for a surface pro for the county attorney. Commissioner McCullough seconded the motion. Motion passed.

- Oneida County ended up hiring Fuller & Fuller Law Firm to cover their prosecuting attorney responsibilities. Doug has been in contact with one of their attorneys trying to get them IPAA eligible. Power County has now lost their prosecutor and is now looking for help until resolved. They have asked Doug if he could assist, although he is hoping that gets resolved first. They pay \$10,000 a month and there is someone looking that is requesting \$15,000 a month.
- Commissioner Somsen mentioned that a Franklin County Commissioner is questioning if donations from PILT funds are legal. Doug mentioned that he will research this.
- Commissioner Somsen mentioned what he and Jill learned about roll call votes for an executive session. Jill stated that they were told to go into executive sessions, they need an individual audible role call vote. This may be something we need to improve on.
- Doug closed by saying thank you for bonus from his office.

Jill Stoor, Clerk;

- A discussion on T.J. Burbank was the first thing addressed. It was suggested to try those services for a short time and see how that works. It was also brought up that the Sheriff's Office is separate from the rest of the county contract. Jill will call T.J. to present a contract so they can move forward with him.
- Jill presented the snow removal agreement for signatures

Commissioner McCullough made a motion to go into an agreement with Bonneville County and Caribou County where Bonneville County agrees to pay \$2543 per mile for 17.4 miles which is a sum total of \$43,993.90 for snow removal on Bonneville County Roads for the winter season on 2023-2024. Commissioner Somsen seconded the motion. Motion passed.

- She presented a Certificate of Residency to the Board for approval.

Commissioner Somsen made a motion to accept the Certificate of Residency for the name that was presented on 12/11/2023. Commissioner McCullough seconded the motion. Motion passed.

- She shared that the Mid-Winter Conference is the last week in January. She mentioned that rooms are getting hard to come by, so she would schedule the rooms needed. Commissioner Mathews, Somsen and McCullough as well as Jill will need rooms. It was suggested to try the Residence Inn.
- Jill shared information about the Idaho State Animal Damage Control and mentioned she is still holding the check. This is for wildlife damage control and Jill asked for permission to send the check and will request an annual report.
- She asked for a signature on the Indigent Defense Expenditure Report.
- Discussion was held on the overtime change in the county manual and if the whole manual need to be changed or if an amendment to the current manual work.
- She asked if the Commissioners would be willing to buy a main dish for the Courthouse Christmas Lunch. It was agreed.
- Commissioner Mathews was contacted by the Soda Springs School District to see if the County could help purchase a sign board for the hearing impaired and he wondered if there is an ADA grant available for this. Some one will come in or call about this in the future. Jill will contact them to come and present their proposal.

Angie Mendenhall, Treasurer:

- Angie mentioned that she needs approval to cancel the taxes on all of the late HOE.

Commissioner Somsen made a motion to cancel the late homeowners' taxes for late HOE applications for tax year 2023. Commissioner McCullough seconded the motion. Motion passed.

- Angie also closed with a thank you for the Christmas bonus and Jill also shared thanks from herself and from many county employees as well.

Rowdy Larkins, Courthouse Maintenance/Building Department:

- Rowdy shared that he has been talking to Melanie about the rugs that are getting old and tattered. Does he need pre-approval if a contract is needed to have Armak or ALSCO do regular service. The Board reminded him that any contract needs to be approved. Rowdy will work on getting bids on this and present them to the Board. It was asked what it would cost to get new ones every year. He will check into this as well.
- He also shared that his truck needs tires and they may cost around \$1000.

Other:

- Commissioner Somsen made a motion to approve the minutes of 11/27/2023 as presented, the claims approval report in the amount of \$772,837.90 on 12-07-2023 and the payroll claims in the amount of \$348,833.66 on 11/29/2023. Commissioner McCullough seconded the motion. Motion passed unanimously.
- The meeting adjourned at 12:44 p.m. The Caribou County Board of Commissioners will meet again on January 8, 2024 at 9:00 a.m. for regular meeting.

Signed: Mark Mathews, Commissioner Chair



Attested: Jill Stoor, Clerk


