

COMMISSIONER MEETING OF October 24, 2022

The Caribou County Commissioners met in regular session on October 24, 2022 at 9:00 a.m. Those in attendance were:

Mark Mathews, Commissioner
Bryce Somsen, Commissioner
Marty McCullough, Commissioner
Denise Horsley, Clerk
Jill Stoor, Deputy Clerk
Kim Spencer, Road & Bridge
Brett Barfuss, Road & Bridge
JoAnna Ashley, Planning & Zoning
Nellie Askew, Planning & Zoning
Jacob Farnes, IT

Ally Schwulst, GIS
Rowdy Larkins, Building Department
Hank Carpenter
Melissa Carpenter
Kerry Hong
Taylor Gutierrez
Todd Batemen
Lane Allred
Shalayne Bartschi

The meeting opened with Doug Wood leading the pledge of allegiance and prayer.

Kim Spencer, Road & Bridge Dept.:

- Mark was informed by Sid Thompson this week that he will not be plowing for the county this season. Several names were discussed as possible replacements and Kim will visit with Sid to confirm the change. He will move forward to make contact and hire if necessary.
- Kim stated that they lost the ECM on #31 so they will be seeing a bill on that.
- They completed all the summer projects except for Toponce area; he doubts that they will be able to complete it with the weather change. He will finish up the billing for the Forest Service and get it to Denise.
- Kim has a 14' trailer as well as a 2000 Chevy 3500 pickup that he would like to put out for auction. They discussed the bid process and decided to set a minimum bid at current scrap price.
- Kim intends to put a bid in for a new truck; he anticipates at least next October before delivery.

Jacob Farnes, IT Dept.:

- Jacob informed the board that he has made arrangements for someone from Madison County to help train on the addressing program. He will help with the ARC GIS tools and Jacob will help with training in the field.

- The GIS truck has been shaking in the front end and the tires have worn unevenly. He has taken it to Straight Forward for an estimate on repairs. It needs new sway bars and potentially struts and springs at a cost of \$1200. The board recommended trying struts only to begin.
- Jacob discussed a proposal from the Idaho Supreme Court to take over all of their own IT needs. He stated that would require the court clerks to have 2 separate computer systems on their desks as well as having to wait for help if they don't utilize the county staff. The IT Directors group with IAC will continue to work with the Supreme Court to work out a plan for the future that seems more feasible.
- Multi-authentication factors are also being required within the upcoming year by ICRMP and the Idaho Supreme Court. He discussed upgrading the email server and moving to either Microsoft 365 or Google Cloud as well. He is waiting for meetings and quotes from both.

Rowdy Larkins, Building Dept.:

- Rowdy brought a 3rd bid on the roofing; for Gary Sims Roofing the bid is \$35,000, ABC Seamless is bidding \$29,000, and Lott's Builder is approximately \$25,000. All were with insulation and 24-gauge roofing material for the SEICCA building. The first said it would be springs and Lott's said soon depending upon weather and completion of a current project.

Commissioner Somsen motioned to approve the bid for the new metal roof for the SEICCA building in the amount of \$24,561.79 with Lott Building to be expended from ARPA funds. Commissioner McCullough seconded the motion. Motion passed.

- Rowdy informed the board that the wand to program the door lock system on the interior doors of the courthouse has gone out and they are unable to find a used one. He presented several bids to have the system replaced. The first could be tied in with the Sheriff's Office system with a heavy cost of \$67,000. Scott's Lock and Key from Pocatello bid approximately \$31,000 and that would cover the top 2 floors and the outside doors. He had a third bid from a company in Salt Lake that came in at \$33,000 for the existing locks and \$44,000 to include the basement doors. Prosecutor Doug Wood requested that his office also be included in the new lock installation.

Commissioner Somsen motioned to approve the estimate from Scott's Lock and Key for the installation of a new and key pad system at the Courthouse for the cost of \$31,314 with the additional cost to provide the same system for the Prosecutor's Office. Commissioner McCullough seconded the motion. Motion passed.

JoAnna Ashley and Nellie Askew, Planning & Zoning, Public Hearing:

- **Commissioner Somsen motioned to convene a public hearing to hear the application for a Conditional Use Permit for Hank and Melissa Carpenter of Mountain Valley Metals at 10:00 a.m. Commissioner McCullough seconded the motion. Motion passed.**
- Hank and Melissa Carpenter are requesting approval of a conditional use permit that would permit them to utilize an existing structure located at 186 River Road in Grace, Idaho. The building is used for the fabrication and manufacturing of metal panels, currently operating under the name Mountain Valley Metals. The building was constructed in 2019 with an application for an Ag building it has since been used for the metal fabrication business. The CUP process is to mediate and allow the business to continue as well as add an additional office space. Neighbors were in attendance at the Planning and Zoning meeting expressed no negative feedback.

No public comment was heard today.

Commissioner Somsen made a motion to approve the Conditional Use Permit for Mountain Valley Metals to utilize the existing structure. Commissioner McCullough seconded the motion. Motion passed unanimously.

- **Commissioner Somsen motioned to end the public hearing at 10:09 a.m. Commissioner McCullough seconded the motion. Motion passed and the hearing was concluded.**

Lane Allred / Todd Bateman, Star Valley Historical Society:

- Lane Allred and Todd Bateman introduced themselves as members of the Star Valley Historical Society. They informed the board that the state leadership for the Wyoming Historical Society is planning to come next summer on a tour including the Crow Creek Road. They will tour some of the monuments in the area and asked for some improvements to a few sections of the road that they intend to travel on by school bus. They board stated that they would be willing to accommodate their request and to work out details with Kim Spencer and Hal Heiner. Lane and Todd also stated that they would like the Caribou Historical Society to be included.

Kerry Hong, 6th District Trial Court Administrator:

- Kerry Hong met with the board to introduce Taylor Gutierrez as the Sixth District IT Field Technician. The new position has been created using ARPA funds and they anticipate replacement funds from the General Fund after the first 2 ½ years. He will be available to assist the county IT Director and will utilize a ticket system to enter requests. Discussion was also held on the FTR recording system that the county has been utilizing for recording of the commissioner

meetings. Kerry stated that the courts will soon be migrating to a cloud system and the county will need to decide how to handle their own recordings.

- Although unable to attend, Kerry also informed the board that he has hired a Deputy Trial Court Administrator named Jason Dye. Jason will handle district wide language access as well as providing in-services for deputy clerks and facilitate the Lunch and Learn program that has been used in the past.

Jill Stoor, Executive Session:

- **Commissioner Somsen motioned to convene an executive session pursuant to code I.C. 704-26(a) at 10:37 a.m. Commissioner McCullough seconded the motion. All voted aye.**
- **Commissioner Somsen suggested ending the executive session at 11:00 a.m.**
- **Commissioner McCullough made a motion to allow the Planning and Zoning Director to work up to 40 hours a week at her regular wage and pay any additional hours with comp time or overtime at a time and a half rate eliminating the existing stipend for the Planning and Zoning Secretary. Commissioner Somsen seconded the motion. Motion passed.**

Shalayne Bartschi, Caribou Senior Center

- Shalayne presented the Income and Expense report for the Caribou Senior Center for the quarter ending 9/30/2022. She stated that the thrift store had brought in over \$7,000 in income this last month and that the gun raffle generated nearly \$5,000 in revenue. They are planning to purchase a new commercial stove with burners and a grill for the facility at a cost of \$17,000 which they have allowed for in their budget. Things are running smoothly and they are looking forward to the new siding project starting November 2nd.

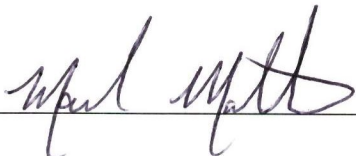
JoAnna Ashley, Planning and Zoning Administrator:

- The board asked to speak with JoAnna and confirm that her last day working for the county is October 31st. They wanted to thank her for the work she has done on the county's behalf over the last 3 years for Planning and Zoning and especially on the Comprehensive Plan. The commissioners wished her luck on her new ventures.

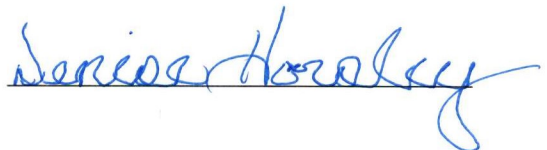
Other:

- Commissioner McCullough motioned to approve the claims approval reports for FY2022 in the amount of \$83,492.91 and for FY2023 in the amount of \$189,193.21 including remittances, the payroll claims approval report in the amount of \$185,320.35 for FY2023, and the minutes from the 10/10/2022 commissioner meeting as presented. Commissioner Somsen seconded the motion. Motion passed unanimously.
- Commissioner Somsen motioned to approve the purchase of a flatbed for the Weed Department 2016 pickup at the cost of \$4300 including installation. Commissioner McCullough seconded the motion. Motion passed.
- Commissioner Somsen made a motion to approve the 2023 County Liquor Licenses for those businesses currently licensed as presented on the list. Commissioner McCullough seconded the motion. Motion passed.
- Commissioner Somsen motioned to approve the Certificate of Residency forms as presented. Commissioner McCullough seconded the motion. Motion passed.
- Commissioner Somsen motioned to reimburse The City of Soda Springs \$30,000 to help cover the expenses for the fire station repair; to be expended from ARPA funds. Commissioner McCullough seconded the motion. Motion passed.
- The board signed a Lien Release for Indigent Case 2006-21 due to the account being paid in full.
- The meeting adjourned at 11:31 a.m. The Caribou County Board of Commissioners will meet again on November 14, 2022 at 9:00 a.m. for regular meeting.

Signed: Mark Mathews, Commissioner Chairman



Attested: Denise Horsley, Clerk



CARIBOU COUNTY COMMISSIONER'S AGENDA**Date: 10/24/2022****ACTION ITEMS / BUSINESS**

Time	Name of Person/Party	Concerning
9:00 AM	Bills & Minutes	
9:15 AM	Kim Spencer	Road & Bridge
9:30 AM	J. Adam Mabey	Sheriff
9:45 AM	Jacob Farnes	IT / GIS
10:00 AM	P&Z Hank Carpenter	Public Hearing: CUP for Metal Panel Fabrication 186 River Rd
10:15 AM	Lane Allred	Star Valley Historical Society
10:30 AM	Kerry Hong	Introduce New Staff
10:45 AM	Rowdy Larkins	Building Dept./Maintenance
11:00 AM	Caribou County Senior Citizens	Quarterly Report
11:15 AM	Jill	Executive Session 74-206 (a)
11:30 AM	Kim Holsten	Indigent
11:45 AM	Jail Inspection	
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5:00 PM		

OTHER BUSINESS: Executive Session I.C. 74-206 , B.O.E.

Quote from MSS Trailers (Install flatbed on 2016 Dodge)

City of Soda springs Fire Repair Bill

Liquor Licenses Approved, Certificates of Residency Approved, Indigent - Release of Lien

Anyone needing special assistance to attend the above noticed meeting should contact the Clerk's Office at (208)547-4324.

Approved Payment of Bills

Oct. 24, 2022 FY 22	Claims	Payroll
Current Expense	\$28,422.61	
Indigent	\$3,433.06	
Road & Bridge	\$28,395.76	
Special Highway		
Justice	\$14,487.58	
Weed Control	\$1,178.88	
Solid Waste		
Reappraisal	\$865.73	
Health		
Hospital M&O		
Ambulance	\$958.23	
Parks & Recreation		
Tort		
County Fair		
County Court Facility		
District Court	\$792.64	
Court Services	\$3,935.50	
Juvenile Justice	\$351.97	
Veteran's Memorial		
Mineral Leasing		
PILT	\$47.95	
Water District		
TV Translator		
Landfill		
Bailey Creek Fire District		
Freedom Fire District		
Auditor's Trust		
Adult Probation Fee		
Diversion Education Trust		
Juvenile Housing Trust		
Range Improvement Trust		
Court Trust		
Centennial Trust		
College Trust		
Treasurer's Trust		
Public Safety Fund		
Concealed Weapon's Trust Fund		
Motor Vehicle Trust		
911 Trust Trust		
Public Safety Fund	\$623.00	
Odyssey Court Payments		
Drug Court Trust		
Youth Court Trust		
Sheriff's Vessel Fund		
Grand Total	\$83,492.91	\$0.00

Approved Payment of Bills

Oct. 24, 2022 FY23	Claims	Payroll
Current Expense	\$14,118.28	
Indigent	\$425.00	
Road & Bridge	\$2,573.67	
Special Highway	\$11,632.49	
Justice	\$11,645.60	
Weed Control	\$181.20	
Solid Waste		
Reappraisal		
Health	\$30,324.34	
Hospital M&O		
Ambulance	\$3,744.14	
Parks & Recreation	\$48.13	
Tort		
County Fair		
County Court Facility		
District Court	\$97.00	
Court Services		
Juvenile Justice	\$48.50	
Veteran's Memorial		
Mineral Leasing		
PILT	\$8,590.00	
Water District		
TV Translator		
Landfill		
Bailey Creek Fire District		
Freedom Fire District		
Auditor's Trust		
Adult Probation Fee		
Diversion Education Trust		
Juvenile Housing Trust		
Range Improvement Trust		
Court Trust		
Centennial Trust		
College Trust		
Treasurer's Trust	\$83.31	
ID Trust		
Concealed Weapon's Trust Fund		
Motor Vehicle Trust		
911 Trust Trust		
Public Safety Fund		
Odyssey Court Payments		
Drug Court Trust		
Youth Court Trust		
Sheriff's Vessel Fund		
Remittances	\$22,188.64	
Grand Total	\$105,700.30	\$185,320.35