

## COMMISSIONER MEETING OF June 27, 2022

The Caribou County Commissioners met in regular session on June 27, 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 Dept.  
Brett Barfuss, Road & Bridge Dept.  
Adam Maybe, Sheriff  
Rowdy Larkin, CCBd  
Angie Mendenhall, Treasurer  
Jacob Farnes, IT/GIS  
Eric Hobson, Public Safety

Larry Weaver, CCEMS  
Dwight Lloyd, Weed Control  
Justin Steele, Probation  
Justin Hatch, Extension Office  
JoAnna Ashley (by phone), Planning & Zoning  
Darin Sims, Coroner  
Jayson Lower, IDAWY  
Kerry Hong, Courts  
Judge Rob Naftz  
Judge Mitchell Brown  
Nekelle Smith, MR&E / Parks & Recreation

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

### **Kim Spencer, Road and Bridge:**

- Changes to the Road and Bridge budget include a shift of \$15,000 from shop expenses to parts and maintenance, and increase to gas & oil of \$10,000 as well as rent and utilities of \$2,240. Kim decreased telephone expenses by \$1,000 and signs and culverts by \$10,000. Capital outlay is increased by \$25,000 to help offset the purchase of a new grader, tractor and pickup. Mineral Leasing and Special Highways capital outlay funds will be included for those purchases.
- No changes were requested for the Mineral Leasing and Special Highways funds.
- Net changes not including proposed payroll show an increase of \$26,240.
- Kim stated that the potential gravel pit discussed at the last board meeting is not panning out. They dug approximately 20 holes and there was more dirt than rock. Discussion was held on other possible locations for a new gravel pit and other possibilities for land trades.

### **Jacob Farnes, IT / GIS:**

- Jacob does not anticipate any changes to GIS except for a software extension needed to prevent use conflicts under the ESRI license line item for \$900. After review, the line item should be enough to cover the added expense.
- He stated that the GIS truck will need to be replaced in the near future. He would like to do a split with the Planning & Zoning Department and I.T. since all departments are using the vehicle. He is however, reducing his capital outlay by \$250 for the upcoming fiscal year. He stated that if he did have any unexpected surprises, it would be with the signs and markers line item.

Net changes including payroll changes in the GIS budget are down \$250 before any payroll changes.

- The Information Technology Department requests included a small increase for telephone expenses of \$60, software contract of \$23, ESET Antivirus for \$277, Adobe for \$500, and Capital Outlay of \$5,000. There is a decrease on website maintenance of \$3,800.

Net changes for the I.T. budget before payroll show an increase of \$2,060.

### **Adam Mabey, Sheriff:**

- The Sheriff's office budget changes include a decrease to the dues and memberships line item of \$2000. Increases include fuel expenses of \$10,000, telephone expenses of \$2,000 for SWET data costs, and machine maintenance of \$1000 due to increased requests by attorneys for needed paperwork. The only large jump that Sheriff Mabey anticipated is in capital outlay. The Sheriff's vehicle is the only one owned outright by the county. He would like to get that vehicle into a lease rotation and there would be addition of approximately \$14,000 needed to accomplish that.
- The board also discussed buying back the vehicles when they roll off the current lease. Sheriff requested funding from the board to purchase the next vehicle and transfer it to the Search and Rescue Department. He stated that the entire budget for the department is \$10,000 and it would deplete reserve funds more than they are comfortable with. ARPA funds were suggested as an option. Without knowing an exact amount, the board asked that if they committed to pay \$16,000, would Search and Rescue cover any remaining costs; that was confirmed by Sheriff and Bob Monk.

**Commissioner Somsen made a motion to approve the lease buyback for \$16,000 for Search and Rescue from ARPA funds. Commissioner McCullough seconded the motion. Motion passed.**

- Sheriff stated that with the change moving dispatchers to the Rule of 80, they will be changing schedules to 12-hour shifts. This may increase the overtime budget.
- Changes to the jail budget include an increase of \$4,000 to the detention overtime line item, \$10,000 for contract expense, and \$10,000 for Kitchen and Food Supplies. The transport line item also needs to be doubled and set at \$10,000 due to the changes with court for mandatory extradition.
- The total net increase to the Sheriff's budget before any proposed payroll changes is an increase of \$61,000.

**Angie Mendenhall, Treasurer:**

- Angie requested no changes to her budget. She stated that her only current need is a new printer and she has the funds in her budget.

**Aaron Cook, Assessor:**

- Aaron requested that the supervisor's salary in the D.M.V. be bumped up to match the responsibilities of a supervisory role and stated that he would be willing to transfer funds from leave indebtedness to accommodate that raise. His only other request is to increase supplies by \$600 because of the price increase of envelopes and paper.
- He requested no changes for the Reappraisal Budget.

**Eric Hobson, Public Safety:**

- The Public Safety budget shows increases to the Fire Department Supplies of \$1,500 and Vehicle Expenses of \$7,000. The only decrease is \$1,300 to the Telephone line item. Eric also requested that we combine the Master Site Fees, Rabbit Hill Maintenance and Repeater Maintenance together into one line item. Those amounts will all be moved to Repeater Maintenance.

He requested an increase in Capital Outlay of \$13,000 to help accommodate the purchase of a new vehicle. His vehicle would then roll over to the Fire Department.

The net changes for Public Safety show an increase of \$20,200 before any payroll adjustments.

- Eric requested an increase in the EMT Compensation of \$9,900 to potentially raise the wage for call outs and transfers. His supply line item has an increase of \$1,000 as well as a \$10,000 increase to Ambulance M&O to help offset the price of fuel. Capital Outlay is increased by \$170,000 to accommodate the purchase of a new ambulance if they are awarded the grant; the revenue has been increased by the same amount.

The Ambulance Fund before payroll changes shows a net increase of \$190,900.

- Discussion was held on the water damage to the outside of the jail. Eric will work with Rowdy on submitting an insurance claim when we obtain solid bids for repairs.
- Eric also gave an update on COVID numbers in the county and area. Where we are no longer under a disaster declaration as of April 15<sup>th</sup>, the county will follow CDC guidelines if any employees test positive.

**Dwight Lloyd, Weed Control:**

- Dwight shows requested increased in his weed budget of Telephone at \$68, Parts and Maintenance at \$2000, Shop Expenses at \$1260 for propane purchases, and Chemicals at \$1925. He decreased the Miscellaneous Expenses line item by \$3,000 to help offset the increases. The only other increase is to Capital Outlay of \$16,000 in anticipation of purchasing a new truck.

The net increase to the Weed Control Budget is \$18,253 before any payroll changes.

**JoAnna Ashley (by phone), Planning & Zoning:**

- JoAnna requested no changes for the Planning & Zoning budget.

**Justin Steele, Probation:**

- Justin had no changes to his Juvenile Probation budget. He did request that because of certifications earned, the Juvenile Probation Officer position be raised to match the Bailiff salary.

**Justin Hatch, Extension Office:**

- No requests were made for the regular budget. Justin did ask for an increase on his part-time help; he stated that he is hoping to match the University of Idaho part-time rate.
- Justin has scheduled a meeting with Rowdy Larkins and Shannon Schulz to discuss the potential building at the fairgrounds on July 12<sup>th</sup> at 10:00 a.m. and invited the commissioners to attend if they are able.
- Justin stated that they have seen an increase in 4-H classes especially in the Grace area. The animal projects are going well with steer and goat numbers up from last year and the pig and sheep numbers seem to be down. They are looking forward to a successful Market Animal Sale.

### **Board of Equalization:**

- **Commissioner Somsen motioned to convene as the Board of Equalization at 11:16 a.m. commissioner McCullough seconded the motion. Motion passed.**

Discussion was held on Parcel #015004000470 at 740 E. 4<sup>th</sup> N. in Soda Springs. The owners have previously taken advantage of the Veteran's Tax Benefit program. The current owner's deceased husband has signed up for the program in the past and she was unaware of the deadline to apply. The board decided that they would set the value at \$0.00 which would reduce her taxes for the upcoming year and she would need to apply for the reduction in future years. This would eliminate the taxes due and keep the fees in place without affecting the local taxing districts.

**Commissioner Somsen motioned to set the value at zero for Parcel #015004000470 which belongs to Andrea Hlavaty for tax year 2022 only, to allow her the discount for the Veterans' Tax Benefit Program, due to extenuating circumstances. Commissioner McCullough seconded the motion. Motion passed unanimously.**

**Commissioner McCullough motioned to end the Board of Equalization meeting at 11:20 a.m. Commissioner Somsen seconded the motion. Motion passed.**

### **Doug Wood, Prosecutor:**

- Doug wanted to make the board aware he is conscious of the budget and that according to the IAC salary survey, only three counties have a lower prosecutor budget than Caribou County. He is trying to keep costs low and be careful with county funds even with our very active law enforcement. We have more cases and trials than Franklin County; he stated that the justice system in our county is working. This past year with the number of trials has made it difficult to have the time available for his private civil practice. He also thanked the board for their support when he recently applied for the open position of Magistrate Judge.

No changes were requested in the budget beyond payroll increases.

### **Darrin Sims, Coroner:**

- Darrin had no request for changes on his budget.
- Darrin did inquire on the indigent budget and the burial line item. With the fund balance in Indigent, Denise stated that we will leave several line items in that fund. Burial is one along with County Poor and Drug – Alcohol Rehab. We will need to look at moving those funds in the future or reallocating some revenue to cover the expenses.

- The cooler has not arrived yet and Darrin has an electrician coming to finish the wiring today. Darrin thanked the board for their willingness to use ARPA funds for that purchase.
- He also stated that Bannock County is moving forward with the proposed Pathology Center. That new facility will be very beneficial to all of the surrounding counties as well.

**Rowdy Larkins, Building Inspector / Maintenance:**

- Changes to the Courthouse and Grounds budget include and increase to Rent and Utilities of \$3,500 and SEICCA Utilities of \$1,000. Coffee, Water, etc. shows a decrease of \$1,000. The Custodial Contract was moved into this budget from the Health budget and is at \$33,000.

After discussion was held on the Building Remodel and Repairs expense; it was determined to reduce that from \$241,938 down to \$140,000. With that change the overall decrease to the budget is \$65,438.

- The Building Department budget show increases in Travel, Mileage and Meals of \$250, Vehicle Expenses of \$500, Telephone of \$150, and Gas and Oil of \$300.

Rowdy did express a need for a new vehicle in the future; the board suggested that he speak with Jayson Lower about the vehicle lease program that he utilizes.

The budget before any payroll changes shows an increase of \$1,200.

- Rowdy suggested that we could increase the revenue line for building permits. He had 15 last two weeks alone and the permitting of new mines is pending; that line item was increased by \$15,000.

**Jayson Lower, IDAWY:**

- Jayson stated that that they are having a great year with volumes up over 7% compared with last year. He suggested that the budget line for IDAWY be set at \$900,000 which is \$109,342 lower than the previous year. He actually anticipates less than that after the June tax collection.

**Denise Horsley, Clerk:**

- Sundries expenses show an increase in Postage of \$1600 and Professional Services – Audit of \$19,000. Dana informed the Clerk's Office that there are more requirements needed on the audit so the cost will increase; he did state that if we needed a single audit that would be included in the requested amount.

- No changes were made to the Commissioner budget beyond any payroll increases.
- Changes to the Health Budget include moving the custodial to Courthouse and Grounds and an increase for the appropriation to the Health Department from \$65,000 to \$122,000 as previously approved in May. The only other change is an increase in Rent and Utilities of \$1,000 for an overall increase of \$28,140.
- No changes were made to the County Fair budget.
- The only change to the TORT fund is an increase of \$15,000 for the Worker's Compensation Insurance premium.
- The only changes made in the Veteran's Memorial fund were payroll expenses.
- The Court Services budget will remain the same as the current fiscal year.

**Kerry Hong, Judge Naftz, Judge Brown, Courts:**

- Kerry Hong, Trial Court Administrator, spoke with the board regarding a plan to change the organization for the Drug Court. Currently each county has a coordinator and receives approximately \$6,000 for their services. The state has increased their funding and they would like to look at a single full-time position as a coordinator for three counties including Caribou, Bear Lake, and Oneida. They are looking at approximately a \$42,000 salary with additional 50% employee costs that would be fully state funded. Depending upon where the coordinator resides, they would be asking one of the counties to offer a home station to work from. This should help solve the issues of work done during county hours, training hours, as well as resolve compensation and time management issues. They have a target start date of October 1<sup>st</sup> of this year. Kerry asked for the boards blessing to support the new position. The board all agreed that it would be of benefit to the county and if all counties agreed to move forward. The state will also budget start up costs for mileage, computers, etc. Judge Brown requested that the county continue to contribute \$15,000 annually as budgeted from District Court to help facilitate the drug court.
- Discussion was held on the new changes coming with the state taking over the Public Defender position as well. Funding will begin to come from the state and by 2025, the state will cover all costs of that program. The law clerk position is being considered for the state to take over administration as well.
- Judge Naftz spoke briefly with the board as well and encouraged them to make an effort to retain the court related employees including clerks, bailiff, probation officers, etc. Kerry also encouraged the county to utilize the programs and funding available from the state including drug testing and interpreters.

- They requested that the county utilize the Court Facility fund to purchase furniture for the office of the new incoming Magistrate Judge. The commissioners agreed to an allowance of \$6000.

**Nekelle Smith, Parks & Recreation:**

- Nekelle presented an updated listing of the County Parks & Waterways program. She talked about specifics with docks, cans, porta potties, mowing and watering at all county parks. She presented a proposed increase of 5% for the increased services that the county requested for porta potties maintenance on holiday weekends. An additional 10% increase was requested since the rate has remained the same since 2014. They requested that that increase be immediate since services have already increased in 2022. The board agreed and the budget will be adjusted from \$26,812 to \$30,833.80 annually.

**Denise Horsley, Clerk:**

- Increases for the PILT budget include an increase for IAC dues and assessments of \$500 and CASA as requested by Judge Kress.
- Denise did receive word from the Gem Plan that the increase for health insurance would be at 9.5% and that is reflected on the presented budget.
- Discussion was held on the wage for part-time county employees. It was decided that all seasonal and part-time employees should make a minimum of \$16 and after the estimated 5% raise the wage would be \$16.80 per hour.
- Several options were considered for full-time employees including a flat raise of \$2000 or a flat raise of \$2000 with a 5% cap. The detention deputies will receive an additional 48-cents per hour to bring them up to the same level as the crewman on Road and Bridge. After looking at the options, the board wants to see the payroll numbers with a 5% across the board raise. The clerk's office will work up those numbers for the next board meeting.

**Other:**

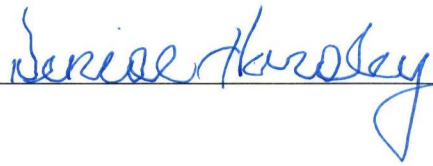
- **Commissioner Somsen moved to approve the minutes of the June 13, 2022 meeting as presented, the claims including remittances in the amount \$554,911.36, and payroll claims in the amount of \$191,148.89 for Fiscal Year 2022. Commissioner McCullough seconded the motion. Motion carried.**

- Commissioner Somsen motioned to approve the transfer of the County #12 Liquor License from DAFCO, LLC to Fast Stop US LLC. Commissioner McCullough seconded the motion. Motion passed.
- The meeting adjourned at 3:30 p.m. The Caribou County Board of Commissioners will meet again on July 11, 2022 at 9:00 a.m. for regular meeting.

Signed: Mark Mathews, Commissioner Chairman

  
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Attested: Denise Horsley, Clerk

  
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## CARIBOU COUNTY COMMISSIONER'S AGENDA

**Date: 6/27/2022**

### ACTION ITEMS / BUSINESS

Time	Name of Person/Party	Concerning
9:00 AM	Bills & Minutes	
9:15 AM	Kim Spencer	Road & Bridge Budget
9:30 AM	Jacob Farnes	IT / GIS Budget
9:45 AM	J. Adam Mabey	Sheriff Budget
10:00 AM	Angie Mendenhall	Treasurer Budget
10:15 AM	Aaron Cook	Assessor Budget
10:30 AM	Eric Hobson / Larry Weaver	Public Safety / EMS / Fire Budgets
10:45 AM	JoAnna Ashley - by phone	Planning & Zoning
11:00 AM	Justin Steele	Probation & Court Services Budget
11:15 AM	Justin Hatch	Extension Budget
11:30 AM	Dwight Lloyd	Weed Control Budget
11:45 AM	Darrin Sims	Coroner Budget
Noon	LUNCH BREAK	
1:00 PM		
1:15 PM	Doug Wood	Prosecutor
1:30 PM	Rowdy Larkin	Building Maintenance / Building Inspector
1:45 PM	Denise Horsley - Judge Naftz - Kerry Hong	Clerk, Elections, Indigent, Sundries, Commissioner, PILT, Tort, District Court, Court Services, Court Facility
2:00 PM		
2:15 PM		
2:30 PM	Nekelle Smith M R & E	Budget for Park Maintenance
2:45 PM	Board of Equalization	Parcel 015004000470      Andrea Hlavaty (Larry)
3:00 PM		
3:15 PM		
3:30 PM		
3:45 PM		
4:00 PM		
4:15 PM		
4:30 PM		
4:45 PM		
OTHER BUSINESS: Executive Session I.C. 74-206      Sign MOU for Sud's & CBAS		
BOE		
Approve transfer liquor license		
Anyone needing special assistance to attend the above noticed meeting should contact the Clerk's Office at (208)547-4324.		

**Approved Payment of Bills**

<b>06.27.2022</b>	<b>Claims</b>	<b>Payroll</b>
Current Expense	\$ 11,304.25	
Indigent	\$ 4,287.92	
Road & Bridge	\$ 59,433.91	
Special Highway	\$ 3,497.43	
Justice	\$ 31,752.68	
Weed Control	\$ 21,538.85	
Solid Waste		
Reappraisal	\$ 67.86	
Health	\$ 1,222.55	
Hospital M&O		
Ambulance	\$ 587.87	
Parks & Recreation	\$ 15,223.56	
Tort		
County Fair		
County Court Facility		
District Court	\$ 1,557.53	
Court Services		
Juvenile Justice	\$ 106.20	
Veteran's Memorial		
Mineral Leasing		
PILT	\$ 3,173.84	
Water District		
TV Translator		
Landfill		
Bailey Creek Fire District		
Freedom Fire District		
Auditor's Trust		
Adult Probation Fund		
Sheriff's Vessel Fund	\$ 50.20	
Juvenile Housing Trust		
Range Improvement Trust		
Court Trust		
Centennial Trust		
College Trust	\$ 6,900.00	
Treasurer's Trust		
Odyssey Court Payments		
Concealed Weapon's Trust Fund	\$ 279.50	
Motor Vehicle Trust		
911 Trust		
Public Safety Fund		
Weed Control Trust		
Drug Court Fund	\$ 920.83	
Youth Court Trust		
Remittances	\$ 393,006.38	
<b>Grand Total</b>	<b>\$ 554,911.36</b>	<b>\$ 191,148.89</b>