

## **COMMISSIONER MEETING OF May 22, 2023**

The Caribou County Commissioners met in regular session on May 22, 2023 at 9:00 a.m. Those in attendance were:

Mark Mathews, Commissioner Chairman  
Bryce Somsen, Commissioner  
Marty McCullough, Commissioner  
Doug Wood, Prosecutor  
Jill Stoor, Clerk  
Sharlene Simons, Deputy Clerk  
Kevin McLain, Road & Bridge

J. Adam Mabey, Sheriff  
Nellie Askew, Planning & Zoning  
Eric Hobson, Fire/Ambulance  
Jacob Farnes, IT  
Ally Schwulst, GIS  
Tisha Young, Deputy Clerk  
Kim Powell, Deputy Clerk

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

### **Kevin McLain, Road & Bridge:**

- Kevin reported the cost of the steel corrugated culverts for the new approaches at the subdivision on North Gunnell Road will be \$9460.00 each.  
The back roads in the county should be open this week, however there is a problem on Bridge Creek with the road sluffing off in spots.  
He stated that oil mix has been purchased from Idaho Falls and crew members have been working on Wood Canyon and Trail Canyon roads. He thought the patches felt smooth and solid.  
Trucks are hauling gravel to Ant Canyon, Ralph Hansen Lane has been worked on with holes being filled, Twenty-Four Mile was washed out and fixed, and chloride is started to be sprayed. Multiple other roads were discussed including, Lane's Creek, the narrows, and the Wayan area. Kevin said they are trying to get a few recreational areas opened up for the holiday.
- The new grater should arrive within a few weeks.  
He reported that the cone on the crusher has about an inch left on it. They are in the process of getting a bid and he will also need to find a picker that will lift the upper assembly.  
Kevin inquired about crushing at cow camp. In the past they were able to purchase this for \$.50 a yard but currently that rate has increased to \$1.00 per yard.
- Kevin stated that there have been no applications for the available positions. Currently he has 3 openings, one from each shop. He wants to expand the areas where these job postings are marketed. He mentioned using the platform Indeed. Commissioner Somsen asked if someone could look into using Indeed, Sharlene agreed to check into this.

**J. Adam Mabey, Sheriff:**

- Sheriff received the yearly grant agreement from the Forest Service in regard to the Sheriff's Department patrolling. Signatures were needed from the Commissioners.
- Commissioner Mathews inquired if the Sheriff's Department is fully staffed and Sheriff stated that they are not fully staffed. Commissioner Mathews shared the information about the Indeed platform. Sheriff acknowledged that he currently has an Indeed account and they are getting a few applications thru this service.
- Sheriff shared information about an application called Sheriff's App. This app would provide the community with the news, alerts, and information they need and has many other features. He thought that the initial set up fee is around \$9000 with a \$2000 yearly fee. Sheriff is looking into avenues to fund this.

**Jacob Farnes, IT/GIS:**

- Jacob mentioned the go live date for updated 911 system is set for June 7<sup>th</sup>.
- Jacob talked about the county ESET security protection and mentioned that he spoke to Crowdstrike and a few other companies about pricing. Crowdstrike quoted \$30,000 yearly for their services.
- Laserfiche was down on Wednesday for migration. Jacob is still working with them to get the remaining issues resolved. He also mentioned that he will be needing to add several more licenses for Laserfiche.
- Computer Arts servers will be upgrading to the 2019 baseline. Another upgrade is the VPN servers for the Court and Sheriff's office.
- Jacob reported that the Idaho Supreme Court IT is intending to separate their FTR recording software to store on their own storage location, and not share this location with county recordings. One solution would be to purchase software thru FTR for \$3000 per year with a major feature being the smart auto transcribing. There are other concerns with sharing equipment that Jacob is looking into. Prosecutor Wood asked if this would work in the upstairs courtroom and Jill mentioned she would have to check into that answer.
- Jacob discovered some HAVA funds, some of which are designated for IT for the 2024-2025 elections.
- Jacob will be traveling to Moscow for IT meetings and will take his own vehicle.

- **Commissioner Somsen made a motion to convene an executive session pursuant to I.C. 74-206(b) at 9:56 a.m. Commissioner McCullough seconded the motion. Motion passed unanimously and the executive session convened.**

**Commissioner Somsen suggested ending the session at 10:07 a.m. No decisions were made.**

**Nellie Askew, Planning & Zoning – Public Hearing:**

- Nellie shared that Commissioner Somsen went to Grouse Creek with her and she shared pictures of the flooding there. The continued flooding and the lack of water mitigation make awarding building permits problematic.
- The Barley Meadows Subdivision was discussed and Nellie is asking for an extension until September 25, 2023 on Phase 1 due to the ground still being wet from the extreme winter. She mentioned that many tasks from Phases 1 and 2 remain unfinished. Nellie will get a resolution written up concerning the completion of Phase 1 and the submittal of Phase 2.

**Ally Schwulst, GIS:**

- Ally requested additional training on SQL Server Management. The amount for this training is \$1000. The Commissioners agreed to Ally's training request and gave approval for the clerk to use a signature stamp on the contract.
- Ally shared the map she made last week for the Weed Department and the ability to track spraying progress.

**Jacob Farnes, IT and J. Adam Mabey, Sheriff:**

- Jacob shared his job responsibilities with the Commissioners.
- Commissioner Somsen suggested to have separate IT for the Sheriff's Office and the Courthouse. Sheriff Mabey concurred and said he would try to incorporate it into his budget. The sheriff will begin his department's search for IT.

**Eric Hobson, Fire/Ambulance & Jill Stoor, Clerk**

- Eric shared that insurance costs through ICRMP are increasing by about 13% and they will be raising the deductible to \$3000 this year.
- **Commissioner Somsen made a motion to convene an executive session pursuant to I.C. 74-206(f) and (b) at 10:37 a.m. Commissioner McCullough seconded the motion. Motion passed unanimously and the executive session convened.**

**Commissioner Somsen suggested ending the session at 10:57 a.m. No decisions were made.**

**Jill Stoor, Clerk:**

- Jill investigated direct deposits by contacting other counties. After much discussion, it was found that this would be an easier and cleaner process on the books. She suggested to change this when the policy manual is updated with the approval of the Commissioners. It was agreed and Jill suggested working on the manual in the fall.
- Ag Appreciation Day is quickly approaching, and Jill needs a name so she can move forward with obtaining a plaque. A name was then approved.
- Jill inquired about Comp Time and if it should be calculated by the day or the week. It was determined that it should be calculated by day.
- A Certificate of Residency was presented for approval.

**Commissioner Somsen motioned to approve the Certificate of Residency as presented on 05/22/2023. Commissioner McCullough seconded the motion. Motion passed.**

- Jill received an email asking for a letter of commitment to the Four County Alliance in the amount of \$3000, as in the past. It was agreed and Jill will follow up with a letter.
- Jill mentioned that Kim has been working on a huge Indigent report for the Catastrophic Board. While working on this report some questions have come up that needed clarification. After discussion on this report the Commissioners asked Kim to prepare the needed Lien Releases.

**Other:**

- **Commissioner Somsen made a motion to approve the minutes of 05/08/2023 as presented, the claims approval report in the amount of \$373,670.64 dated 5/18/2023 and the payroll claims in the amount of \$182,649.82 dated 05/17/2023. Commissioner McCullough seconded the motion. Motion passed unanimously.**
- The meeting adjourned at 11:31 p.m. The Caribou County Board of Commissioners will meet again on June 12, 2023 at 9:00 a.m. for regular meeting.

Signed: Mark Mathews, Commissioner Chair

  
\_\_\_\_\_

Attested: Jill Stoor, Clerk

  
\_\_\_\_\_