

COMMISSIONER MEETING OF November 27, 2023

The Caribou County Commissioners met in regular session on November 13, 2023 at 9:00 a.m. Those in attendance were:

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| Mark Mathews, Commissioner Chairman | Wade Rigby |
| Bryce Somsen, Commissioner | Brent Martinsen |
| Marty McCullough, Commissioner | Jake Poulsen |
| Jill Stoor, Clerk | Aaron Cook, Assessor |
| Sharlene Simons, Deputy Clerk | Lisa Barfuss, Extension Office |
| Doug Wood, Prosecutor | Angie Mendenhall, Treasurer |
| Kevin McLain, Road & Bridge | Kari Ure, Extension Office |
| Taylor Askew, Road & Bridge | Jason Lower, IDAWY |
| Rowdy Larkins, Maintenance/Building Dept | Lynn Hatch |
| Russ Roper, Sheriff's Office | Ally Schwulst, GIS |
| J. Adam Mabey, Sheriff | Michelle Martin |
| Judge Brower | |
| Brent Madsen | |

The meeting opened with Mark Mathews leading the pledge of allegiance and prayer.

Kevin McLain, Road & Bridge:

- The D7 & D8 are in Pocatello at Western States for repairs.
- Kevin was made aware of a foundation going in for a home on Vicki Yost's property on Mill Canyon Road. He wanted to alert the Board of this and asked if the county will be plowing that road in the future?
- He asked who was going to draw up the contract for the \$2543.00 per mile road maintenance. This price will be the same for Bonneville County. Jill will look for the previous contracts. There are people who have not paid for last year snow removal. Those fees will need to be paid before and pre-pay for this year before snow maintenance will be done this year.
- Nellie made Kevin aware that Village Road has not been accepted as a county road.
- Kevin asked his crew who would be around over Thanksgiving weekend if they needed to plow snow. Not many volunteered and Kevin wanted clarification on how this would work time wise and what they should be paid. The Commissioners will check into this for more clarification.
- He shared information on the grant Jake Poulsen helped with; it has not been completely approved but has made the cut and it looks like we will be getting the \$1,630,000 for the Blackfoot River Road project. Jake will share more about the project later today.

- Kevin asked Taylor Askew to come in and talk about some preventative maintenance items. Taylor shared a handout on two programs available to purchase so county employees could detect the problem on equipment and do in-house repairs to save the county money. Taylor then explained what each of these programs can do. The software is from Mitchell1 and are: TruckWorks Plus which would cost \$3,300 per year and ProDemand which would cost \$1,908 per year with a total of \$5208.00. It was suggested to try them both for a year and see how they work and if it would benefit financially. Kevin also shared other preventative measures that they will be making to equipment.

Commissioner Somsen made a motion to enter into a 12-month contract with Mitchell1 for TruckWorks Plus and ProDemand software for diagnosing vehicles for a total amount of \$5,208. Commissioner McCullough seconded the motion. Motion passed.

J. Adam Mabey, Sheriff:

- Sheriff mentioned that they were able to secure a grant through the Idaho Department of Transportation for \$25,000 for overtime. This is a year-round grant and is a Rural Road Safety Grant.
- He updated the Commissioners on the control panels that were damaged by a vendor stating they are still in the process of being repaired. He is working with Eric and ICRMP getting quotes and it is looking like around \$6000-\$7000 to repair the damages.
- The jail is doing well; he shared that there are about 42 inmates at this time. Power County contacted Sheriff Mabey and said they are still trying to decide if they want to contract with us. Sheriff stated that is a possibility in the future and is leaving it open for negotiations.
- Sheriff said he is still struggling with personnel. He mentioned he has a few job openings coming up in detention and would like to use patrol but they need to have at least one person to be certified to work in the jail. Another option is to have former certified detention officers working part-time. Jill will check with Persi to see if this is a possibility.

Judge Brower:

- Judge introduced himself and mentioned that he grew up in Bear Lake County and was the County Prosecutor in Oneida County for several years. He graduated from BYU-Idaho and attended law school in Denver.
- Commissioner Somsen invited Judge Brower to come bi-annually or quarterly to visit and keep the board up-to-date.
- He spoke about hiring a Law Clerk and asked the Board to allow for some remote work, however Judge Brower would like the clerk to commute about 2 times a week to the office. He mentioned that by using the online portal, even though it is salary position, it might be a way to track the time that is worked. He is wondering if the job could be posted as part-remote/contract work. The Commissioners agreed to the job being posted as such.

- Judge Brower discussed the furniture in his office and he mentioned that his desk does have some wear, but he thought he could do some work on it and make it look nicer. Judge was concerned about the floor and how squeaky it is and asked if it could be replaced. He thought Judge Cousin's floor needs done also. He did comment about the computer desk and said that a new one would be great.

Brent Madsen:

- Brent proposed to the Commissioners the possibility of having the county take over inspections on heating and air conditioning instead of using the state. The state uses a system called Manual J and he shared that the state is really backed up and that the wait time is sometimes around 3 months. Wade Rigby and Brent Martinsen came in to support this proposal.

Rowdy said that he would need to take a course and then get certified to do this. He also mentioned that the county building code would need to make an exemption to not use Manual J at the state level.

It was stated that since the state has changed to IDOPL (Idaho Department of Occupational and Professional Licensing) they are having a hard to keeping inspectors making it hard to know who the inspectors are from week to week.

Brent Martinsen said that the Manual J is basically a computer program that requires the complete breakdown of a house to determine the size of the equipment that the installer would need to use. The inspector would then take that information to inspect the home. He then shared that the contractor is the one liable and not the state, so the discussion was, why use the state if they are not liable?

Rowdy shared that the fee schedule would need to be addressed if the county was to take over these inspections.

Brent Madsen closed saying he would appreciate the county's consideration of this.

Jake Poulsen, Keller Associates:

- Jake started off with good news on the grant and saying it is not final but it looks like Caribou County will be getting the grant of \$1,630,000 for the Blackfoot River Road.
- He stated that there is funding every year and he feels that the county should be working on grants continually to help with the cost and save the county money. Jake shared some areas that he could help with including: plats, a development code, or keeping an engineering firm on retainer. Nellie and Rowdy both thought that they could really benefit from this service in their offices.
- Commissioner Somsen asked Jake to draft up a proposal with all the services his association can give. Jake said there is an RFP (request for proposal) process that would need to be done first and he shared some of the projects that they work on. Jake thought that it may take a few weeks to get

the proposal back. The Commissioners asked Jake if he could guide them in getting this process started and Jake agreed.

Lisa Barfuss, Extension Office:

- **Commissioner Somsen made a motion to convene an executive session pursuant to I.C.74-206(b) at 10:43 a.m. Commissioner Somsen seconded the motion. Motion passed unanimously and the executive session convened. Commissioner Somsen suggested ending the executive session at 11:07 a.m. with no decision made.**

Angie Mendenhall, Treasurer:

- Angie shared that the tax notices have been sent out.
- She stated what the fee exemption schedule on the landfill fee and communication fee rules have been if there is an address, they get the fee. There was a discussion on who is exempt and who to send the calls to when there are questions about these notices. Jason Lower shared what other counties are doing and who they exempt.
- Angie then suggested setting up a fee schedule by September 1st and have something in place that she can follow.
- She talked about HB292 and how this put her 11 days later getting the tax bill out this year than any other year that she has worked here. She shared that it has been very hard and is concerned about keeping track of escrows. Angie mentioned that the county has almost 1500 parcels that have a outside escrow companies handling escrows accounts and how this is going to create issues.
- Angie was asked to call local representatives to make them aware of the issues.

Kari Ure, Extension Office:

- Kari started off by handing out a need's assessment. She explained that her position is new to the county and she would like the input of what the people in Caribou County would like. This survey will take about 3-8 minutes and is asking for the board to fill this out. She mentioned that she is looking to establish an advisory committee to help keep her on track by meeting the needs of the county.
- She informed the board that she is working in Caribou County on Tuesdays and Wednesdays and the other days she is in Bear Lake with Bear Lake being her home county.

Lynn Hatch:

- Lynn mentioned that he bought 2 ½ acres and was told where the property line was. He then built a shed and assumed the fence from the county was the property line. He found out that the fence was

not the property line and that his quonset is on county property. He asked the Commissioners what he needs to do to fix this.

- After discussion on possibilities, it was decided that the County and Lynn will trade ground equally. To do this there will need to be a survey done and the fence moved. The agreement is that Lynn will have the survey done and the County will build the fence.

Commissioner Somsen made a motion to do a land swap with Lynn Hatch by 3035 Kelly Toponce Rd to swap the land that his quonset is on for land to the west of his house square footage by square footage and that Lynn will pay for the survey and the County will build the fence. Commissioner McCullough seconded the motion. Motion passed.

Ally Schwulst, GIS:

- **Commissioner Somsen made a motion to convene an executive session pursuant to I.C.74-206(b) at 11:51 a.m. Commissioner McCullough seconded the motion. Motion passed unanimously and the executive session convened. Commissioner Somsen suggested ending the executive session at 12:07 p.m. with no decision made.**
- Ally asked about the addressing on the townhome in Finlayson subdivision and if it is split into 4 units is the fee per unit or 1 address. It was decided to charge for 1 address.

Jill Stoor, Clerk:

- Jill suggested that Prosecutor Doug Wood be added to all future agendas.
- I.T. was the next discussion and Jill asked to go into executive session.

Commissioner Somsen made a motion to convene an executive session pursuant to I.C.74-206(b) at 12:14 p.m. Commissioner McCullough seconded the motion. Motion passed unanimously and the executive session convened.

Commissioner Somsen suggested ending the executive session at 12:21 p.m. with no decision made.

- **Commissioner Somsen made a motion verifying that the Commissioners canvassed the votes for the November 7th election on November 13, 2023 and agree to the results. Commissioner McCullough seconded the motion. Motion passed.**

- Jill mentioned that Century Link sent out a new agreement and they would like to look at our phone bill for the past 12 months to see if they can save the county some money. It was suggested to wait until the new I.T. person is hired to do anything new.

Commissioner Somsen made a motion to agree the CenturyLink Line Volume Plan and sign the contract. Commissioner McCullough seconded the motion. Motion passed.

- Jill asked if the I.T. position can be posted on several platforms, including the Idaho State Journal. The Board agreed to posting the position.
- She presented a Certificate of Residency for approval.

Commissioner McCullough made a motion to approve the name presented for the Certificate of Residency. Commissioner Somsen seconded the motion. Motion passed.

- She received a letter from the Bingham County Clerk stating that Caribou County has agreed to continue as a member of the Eastern Idaho Partnership and participate in special funding for a Special Assistant United States Attorney. This is the U.S Federal Attorney that prosecutes all the federal crimes. The amount is \$208 and Jill was looking for clarification to pay this.
- Jill reported that she attended the 5th District meeting and most commissioners were not aware that the new public defender's office does not have intentions of taking on child protection cases, CPA's, mental commitment, and possibly juvenile cases. She thought this could be addressed at the County Officials Institute meetings tomorrow.
- She shared that the County does not yet have a contract with Don Marler. Jill will remind him about this and try to get one.
- October 2024 is when the new Public Defenders Office is supposed to be up and functioning if we have a contract we can remain with our current defender. If not, we need to make them aware and give them some notice.
- Judge Brower has been the head of the Board of the SEI Behavior Crisis Center and will no longer be due to his new position. They sent applications home with her to share with the Commissioners.
- Jill mentioned that the Election Conference is in January and she would like to close the office and take the entire staff. The date for the conference in January 3-5, 2024. Several other employees stated that they would be willing to help if needed. No decision was made.
- Jill asked about ordering more hats and it was agreed to order more.

Other:

- **Commissioner Somsen made a motion to approve the minutes of 11/13/2023 as presented, the claims approval report in the amount of \$131,211.00 for FY 2024 on 11/22/2023 and the payroll claims in the amount of \$199,697.81 on 11/15/2023. Commissioner McCullough seconded the motion. Motion passed unanimously.**
- The meeting adjourned at 12:41 p.m. The Caribou County Board of Commissioners will meet again on December 11, 2023 at 9:00 a.m. for regular meeting.

Signed: Mark Mathews, Commissioner Chair



Attested: Jill Stoor, Clerk


