

COMMISSIONER MEETING OF June 24, 2024

The Caribou County Commissioners met in regular session on June 24, 2024 at 9:00 a.m. Those in attendance were:

Mark Mathews, Commissioner
Bryce Somsen, Commissioner
Marty McCullough, Commissioner

Jill Stoor, Clerk

Sharlene Simons, Deputy Clerk

Aaron Cook, Assessor

Angie Mendenhall, Treasurer

Eric Hobson, Public Safety

TJ Burbank, IT Specialists

Daz Buttars, IT Specialists

Nellie Askew, Planning & Zoning

Rowdy Larkin, Building & Maintenance

Justin Steele, Probation

Ally Schwulst, GIS

Justin Hatch, Extension Office

Dwight Lloyd, Weed Control

Kevin McLain, Road & Bridge Dept.

Taylor Askew, Road & Bridge Dept.

Adam Mabey, Sheriff

Casey Batterton, Coroner

Larry Weaver, CCEMS

Brandon Hall, Idaho Enterprise

The meeting opened with Jill Stoor leading the pledge of allegiance and prayer.

Aaron Cook, Assessor:

- Aaron requested his salary be moved from the general Assessor account to the Reappraisal account. No increase, just moving funds. Jill explained that the move was to help with levy capacity if the county were ever to bump up near the limit with Current Expense.
- In Reappraisal, he talked about his assessment notices. He tried something new by using an outside source to send out his mailing and he figured he saved \$1500 to do this. He asked to increase the assessment notices to \$2500 due to going over on last year's budget and increased \$600 on maintenance agreements due to the ESRI licenses. This increased his total expenses \$1600. The postage finds in Sundries will be decreased.
- Salaries were discussed and Aaron looked into other county salaries and did a comparison. He asked for an increase due to the percentage of his findings with other counties and comparison with other Caribou County elected officials.

Angie Mendenhall, Treasurer:

- Angie didn't have any changes unless she contracts out her tax notices like Aaron did. She will need to talk to the company to see if they would do her 4 mailings. She did not put this in her budget yet. She mentioned that her computers and printers are good especially if she out sources her printings.

Eric Hobson, Public Safety & Ambulance:

- In the General Fund PUBLIC SAFETY, Eric requested to combine salary line items EMS Director and Misc. Salary Grant Writing. The board will consider this.
He asked to increase wages to \$10 hour for Volunteer Fire Fighters; no budget increase is necessary to increases the wage.
EMPG grants (revenue) money will go down 30% for Eric and Linda salaries. Jill shared that there should be room compensate for that reduction from Excess Sales Tax.
- In Ambulance, Eric would like to increase wages in EMT Compensation for drivers and EMT's. This would increase this line item by \$4000.
In supplies he would like to increase \$500 in office supplies.
Contract Expense is for a medical director and he decreased this by \$200.
Appropriation/Meals & Fuel was discussed to decrease and Eric shared it needs to stay as is.
Capital outlay will have an ambulance coming out of it so no change this year, unless delivery of the new ambulance is confirmed in the current fiscal year.
- In the Public Safety Fund there are no anticipated changes.

TJ Burbank & Daz Buttars, IT

- TJ shared that the salaries and benefits will be removed.
TJ requested \$100,000 in Onsite Service & Network Hours, (contract days at \$52,000, and \$48,000 for services that go over contracted time.)
He requested a new line item "Hosted Email" in place of Sendio Email Filtering, due to moving from Sendio to the cloud. This would have \$10,000 in this line item (replacing the \$2060 in the Sendio line item.) Discussion on changing to a .gov domain email. He mentioned that the email system seems to be his biggest concern at this time.
He suggested to decrease Capital Outlay by \$10,000
It was discussed to decrease supplies \$2000
- Jill suggested checking which computers are old and starting a rotating schedule to upgrade.

Nellie Askew, Planning & Zoning:

- In the Planning & Zoning budget, Nellie is requesting an increase in the P&Z Building Software of \$2500.
- She mentioned she would like to add a new line item in Parks & Recreation named Parks M&O Oregon Trail with \$20,000 to be used for lawn mowers and maintenance for the new Oregon Trail RV Park.
- Jill, asked Nellie if the amount Jake Poulsen from Keller & Associates suggested would be enough to cover the engineering expenses. Jill put \$15,000 in the Commissioner (PILT) budget and \$20,000 in the Road & Bridge budget. Nellie thought that would be sufficient.

Rowdy Larkins, Building & Maintenance:

- Rowdy suggested that in the Courthouse & Grounds budget, in the salary to use this to hire part-time help for event center. Discussion were held on whether to put this in the Fair Board budget. He suggested that the Coffee, Water & Etc. could be decreased \$200.
- In the Building Department budget, Rowdy requested that in the Inspection Coverage line item to round that amount to \$3000, decreasing that \$60.
In the Travel line item, he would like an increase of \$500.
Dues, Memberships increased \$120 in case the IDOPL dues come into play.
He suggested an increase in Education of \$500.
P&Z Building Software can be decreased by \$3425 leaving \$1000 in that line item.
Rowdy talked about increasing the Capital Outlay for a new truck. There was discussion about getting quotes and could it be done this budget year.
- **Commissioner Somsen made a motion to approve the purchase of a 2024 Duramax, if available, up to \$58,000 from Smith's Chevrolet for the Building Department. Half will be taken from P.I.L.T Department Assistance and half from the Courthouse and Grounds Capital Outlay. Commissioner McCullough seconded the Motion. Motion passed unanimously.**
- Rowdy then shared some color schemes for the Event Center.

Justin Steele, Juvenile Probation:

- Justin shared that the Juvenile Probation Department budget has no changes other than a cost-of-living increase. He did mention that he would like to trade his 2 vehicles in for 1 newer used vehicle.
- The Juvenile Justice and Adult Probation budgets have no changes beyond salaries.

- In the Court Services budget, Justin requested an increase on line-item Drug Court & Pre-Trial Testing of \$2000 to accommodate a \$100.00 increase per month.

Ally Schwulst, GIS

- Ally requested for GIS a raise in salary and shared a list of her responsibilities. She shared a comparison of what four other counties pay.
- She requested an increase of \$1500 in Travel Mileage & Meals for an ESRI Conference. She would like to increase Maintenance Agreements to \$750 which is an increase of \$250. This will be for her plotter and printer.
- ESRI license will be combined with Nellie and Aaron. Ally requested an increase of \$6500 for her portion of the license. Jill will contact Aaron and Nellie to see if this has been correct on their budgets.

Justin Hatch, Extension Office:

- Justin requested receiving more part-time hours. This will be mostly to help with Horse and Market Animal and also help with the office. This person will work about 10 hours a week increasing the salaries \$10,400. It was suggested to have this person be seasonal which is required to have 3 consecutive months off. The Extension Office currently has 2 full-time and 2 part-time employees.
- He mentioned that the payment to U of I was over budget and was going to check into that. Jill had already looked into this and it was due to the new educator here for a few months of that budget year. It will stay the same.
- He requested the County Fair line item to be increased \$2500 to pay someone to do books at the market sale. This would be a contracted expense and has someone in mind to do this.

Dwight Lloyd, Weed Control:

- Dwight shared that in the Weed Control Department he has no changes.
- He shared handouts of upcoming information on 2 more noxious weeds and Legislative information.
- Discussion was held on a solution for his truck issues.

Commissioner Somsen made a motion to approve a purchase of the 2024 Chevy Silverado from Smith's Chevrolet for \$58,000 for the Weed Department. Half of the expense will be taken from P.I.L.T Department Assistance and half from Capital Outlay in the Weed Department. Commissioner McCullough seconded the motion. Motion passed unanimously.

- **Commissioner Somsen made a motion to convene an executive session pursuant to I.C.74-206(b) 10:25a.m. Commissioner McCullough seconded the motion. Motion passed unanimously and the executive session convened.**

Commissioner Somsen suggested ending the executive session at 10:39 a.m. No decisions were made.

Kevin McLain, Road & Bridge:

- Policy changes allowing vacation, holiday, and comp time to be counted as when calculating overtime were discussed. Sick leave would not be included. There will be a pay out on anything over 60 hours.
- In the Road and Bridge Department: Kevin moved Taylor Askew from Crewman line item to Leadman line item in salaries, increase in Travel by \$1500 and Rent & Utilities by \$750. He added a new Education line item for for CDL Training with \$7500 budgeted. Parts & Maintenance increased \$35,000 per actuals. He added a line for the Blackfoot River Road for expense for LTGP Grant showing \$1,600,000 (this is grant money) A line was added for Engineering Services with \$20,000 and increased Snow Removal by \$30,000 per actuals.
- In the Special Highway budget there were no changes.
- Decreases in the Mineral Leasing budget include State Excess Funds which will match revenue estimates. No changes otherwise.
- In the Road and Bridge Fund budget there are no changes.

J. Adam Mabey, Sheriff:

- **In the Sheriff Department:**
Increase Fuel Expense by \$4500.
ILETS line item decreased \$425.
IT Contract Expense, there was discussion on this line item but there was no change. Sheriff will look into this.
Dues increased by \$300.
Software support decreased \$5000.
Spillman decreased \$5000.
Motorola Support, missed payment for last 2 years so adding back to budget, \$23,000.
- **In the Jail Department:**
Increase cleaning supplies by \$1800, added a new line item for Detention Uniform adding \$1200, and decreased Laundry Supplies by \$3000.

Jail Software and Support raised a question on using the correct fund when paying claims. Education and Training is also a question on whether the correct funds were used when paying claims.

- **In the Sheriff's Vessel Account Department:**

No changes were requested.

- Sheriff requested a wage increases of \$.75 per hour for Patrol Supervisors and although budgeted there are no Sergeants in Detention at this time.
- Sheriff needed a signature on the Forest Service grant funds acceptance for \$20,798 and a Mutual Aid Emergency agreement.
- **Commissioner McCullough made a motion to enter into an Interstate Mutual Assistance Agreement between Lincoln County and Caribou County. Commissioner Somsen seconded the motion. Motion passed unanimously.**
- Sheriff asked the board if the Sheriff's Department could donate something for Joe Rice Funeral. The board suggested sending flowers.

Casey Batterton, Coroner:

- Casey shared that he is now signed up for a training in Las Vegas and the Idaho Association of Coroners is reimbursing his expenses.
- He requested an increase in the Dues, Memberships \$100 so the membership for IACME is available for the office, not just him.
- He found out that there is a class with North Dakota State to send Coroners to. The Association will pay for this but they may not cover the deputy.
- Casey asked about a vehicle. The board asked him to use his personal vehicle for calls and submit a mileage reimbursement. If transporting, Casey needs to get with Sims Funeral home and talk about a contract.
- He is requesting an IPAD and a response bag so Other Misc. Expenses was increased to \$2000.
- **Commissioner Somsen made a motion to approve the Coroner's Office to purchase an IPAD up to \$1500. Commissioner McCullough seconded the motion. Motion passed unanimously.**
- Jill suggested adding a vehicle line item for \$2500. Casey will check into options for a vehicle before more line items will be added.

Doug Wood, Prosecutor by Jill Stoor, Clerk:

- Doug requested an increase of \$5000 in Travel Meals and Mileage the board recommended an increase of \$3000 instead and will speak with him at the next meeting.
Telephone was requested to increase \$3400 due to actuals.
He asked for wage increases if possible.

Jayson Lower, IDAWAY by Jill Stoor, Clerk:

- Jill shared that Jayson was not available today and he stated that Solid Waste budget be decreased \$100,000. The funds are from fees collected and not levied. Commissioner Mathews said he would like to see the funds collected there.

Jill Stoor, Clerk:

- Changes in the Clerks Department are limited to only salary increases. She did propose keeping the Jury Commissioner at part-time, working 29 hours a week and the possibility of a transition upstairs to the courts. She would then be interested in another part-time position downstairs to work with the recorders and scan micro film. Commissioner Somsen mentioned to have it contracted. Jill hasn't been able to check into that yet and will do more research.
- From the Commissioners budget Engineering Services will be moved to P.I.L.T.
- Jill requested an increase of \$950 in the Election budget in the Travel line item.
Machine Maintenance will be decreased \$4000 and Miscellaneous Salary by \$5500 due to the reduction in election dates.
- Changes for the Sundries budget include decreasing postage by \$2500, increasing telephone by \$3000, and reducing Machine Maintenance by \$300.
Other Misc. Expenses increased \$1500 because of the past two years of Lumen settlements.
- The Indigent budget saw increases in the Burials by \$5000 and decreases in Drug-Alcohol Rehab of \$5000.
- For the Consolidated Election she would like to decrease line-item Legal Publications a total of \$3500. Miscellaneous Salary was also decreased \$1350.
- In the Health Department budget, she suggested taking off Supplies and decreasing Building Remodel & Repairs by \$1000.
Appropriations were increased \$3000 due to the presentation by Maggie Mann.
- In the Tort Fund budget, Insurance was increased by \$45,000 due to the 20.47% ICRMP increase.
- The County Fair budget saw a new line-item Event Center was added with \$25,000. There was discussion about the \$40,000 for PRCA Rodeo being moved to PILT from Appropriation.
- Court Facility budget requesting an increase in Capital Outlay of \$2000 for a new sound system.
- District Court budget in the Clerical Salary line item will increase if moving the Jury Commissioner.

Overtime Pay is reduced \$2500 due to allowing the employees their choice between overtime and comp time.

Capital Case Attorney Fee are required to have funds although not used in the past few years.

Jill will check on the Dues, Memberships line item to see if this is necessary.

Other Miscellaneous Expenses is increased by \$1000 due to the Historical Society upping their fees by \$75 a month to store old records there.

Education training will decrease \$1500.

- In the Court Services budget Drug Court & Pretrial will increase by \$2000 as requested by Justin. The Public Defender (\$65,000) and Public Defender Grant (\$25,000) will be taken down to \$0. These expenses are transitioning to the new State Public Defender Office. A new line was added CPA /Juvenile Cases \$20,000; there are still questions on whether this will not be covered by the new public defender office. Conflict Attorney is decreased by \$20,000 and is moved to the State as well. Some expenses may remain so the line needs keep limited funds. Drug Testing Supplies increased \$500.
- In the Veteran's Memorial budget there was no changes other than wage increases.
- P.I.L.T. budget, shows Natural Resource Litigations increasing by \$313.21. Historical Society was discussed and Jill will call them to get on the next agenda. Uncollectible Checks will be removed and Soil Conservation increase by \$1000.
- The Soft Cost and Drug Court Budget saw no changes.
- Jill shared frustration with the courts suggesting that the judges not perform marriages. She and Judge Cousin had a discussion and he agreed to perform marriages under the condition that one of the parties is from our county, the commissioners agree to use of the courthouse during regular business hours, the clerks are approved to complete paperwork, and no fees will be collected by the judge. The board agreed.

Summary:

- Revenue decreases include: Public Defender - \$85,000, Public Defender Grant - \$14,500, down 30% on EMPG grant. Jill did downsize some of the State Excess Revenues in Road and Bridge.
- Expense decreases include: Elected Officials no longer receiving Christmas Bonuses and Leave Indebtedness being deleted.
- Increases include: ICRMP – 20%, Gem Plan – 5.9%, Delta Dental – 2%, PERSI – .78% to 1.39%, Engineering Services \$35,000, Parks and Rec - \$20,000, Event Center Maintenance, and the PRCA Rodeo.
- The big adjustment was moving Aaron from Current Expense to Reappraisal.
- Jill ran numbers on an L-2, which is the tax calculation form, and the revenues before any taxes are at \$7,771,953. Expense Budget numbers were \$17,939,073 last year. This budget (without

changes from today) \$19,547,191 for a difference of \$1,608,118 (1.4 million of that is the Road and Bridge Grant) making it about a \$200,000 increase with wage increase included.

- The outside auditor recommends taking the 3% allowable increase in levy capacity. Jill shared that our values are up which will help bring the Levy down.

- Payroll was then discussed. Jill made a spread sheet of suggested wage increases of 5% and other suggestions include:

Coroner needs higher \$12,000 and Deputy at \$4000.

Patrol Supervisors up \$.75

P&Z should be higher and suggested 5 days a week. Could be 40 hrs. a week. Same hourly rate to start with. Suggested to increase budget to \$50,000.

Road & Bridge, Leadman at \$28.75, Crew Supervisors at - \$27.25, and Maintenance Leadman at \$27.75. Jill will check numbers on this.

Extension – add \$10,400 for seasonal part-time, this could be started in current fiscal year. It sounds like Justin has someone already volunteering in the capacity.

Clerk's Chief Deputy and increase of \$.50 above deputies and would like to have auditor deputies match court deputy wages.

Seasonal wage is ok.

Jill will fix Weed Department help wages that were calculated incorrectly.

Assessor and Treasurer - Jill felt Aaron is justified in asking for raise.

Elected Officials full-time 5% plus \$1000 with bonuses removed.

Rowdy – IDOPL is tabled for now.

Jill will work on this and share with the Board at the next meeting.

- Last year levied \$6,935,094 and this year \$7,012,913 which is \$17,000 more. These are rough numbers and without changes from today.

Other:

- Commissioner Somsen moved to approve the minutes of the June 10, 2024 meeting as presented, the claims including remittances in the amount \$419,722.81, for 6/20/24 and payroll claims in the amount of \$352,402.11 for 06/12/2024. Commissioner McCullough seconded the motion. Motion carried.
- The meeting adjourned at 4:07 p.m. The Caribou County Board of Commissioners will meet again on July 8, 2024 at 9:00 a.m. for regular meeting.

Signed: Mark Mathews, Commissioner Chairman



Attested: Jill Stoor, Clerk


