

COMMISSIONER MEETING OF June 25, 2018

The Caribou County Commissioners met in regular session on May 29, 2018 at 9:00 a.m. Those in attendance, Commissioner Chairman Phil Christensen, Mark Mathews and Bryce Somsen Commissioners. Also in attendance were Caribou County Clerk Denise Horsley, Deputy Clerk Jessica Zander, Deputy Clerk Jill Stoor, Caribou County Prosecutor Doug Wood, Road and Bridge Supervisor Kim Spencer Leadman Brett Barfuss, Public Safety Director Eric Hobson, Dwight Lloyd Weed Supervisor, Caribou County Assessor, Aaron Cook, Caribou County Sheriff Kelly Wells, Computer Supervisor Terri Stephens, Building & Maintenance Supervisor Blake Poulsen, Caribou County Probation Officer Justin Steele, Extension Deputy Sharlene Simons, Caribou County Coroner Darrin Sims, Indigent Director Donna Ledbetter, Tiffany Torgesen, Brett Torgesen, and Walker McWilliams.

The meeting opened with the pledge of allegiance and prayer.

Kim Spencer/Brett Barfuss, Road and Bridge:

- The Grace School District has asked Kim if they can stockpile gravel in the county pit. The commissioners did not see why this would be a problem.
- The asphalt for the Blackfoot River Road is \$348,000. He will have it done by July 4.
- Kim explained that in the next budget year, he will be needing to upgrade one truck and one pickup. The budget for both will be approximately \$200,000.
- Commissioner Somsen asked what Kim is planning on doing in his budget for crushing material. He has it figured as \$5.50 per yard and he would like to have 40,000 yards crushed.
- Commissioner Mathews asked if the mineral leasing budget can be used for road repair. Kim said it can and he plans on using some of it before the end of the current fiscal year.
- Kim increased the revenue excess gas tax line item by \$75,000.
- Kim increased the regular state highway apportionment revenue by \$150,000.
- The payroll budget items have an increase due to the proposed 3% salary increase.
- Overall, Kim is expecting his budget expenses to decrease by approximately \$50,000 from last year.

Eric Hobson, EMS & Fire:

- Eric combined the master site and Rabbit Hill into one line item.
- His new pickup will come out of this fiscal year, so he will not need to include a new pickup in the upcoming fiscal year.
- Eric is still looking for a used pump truck. He left the funds in the budget in case he finds one suitable in the right price range.

- Eric lowered his training budget by \$7000.
- Commissioner Somsen asked if the radio budget needs to be increased. Eric said that would be great if the Commissioners will allow it. He can't predict when a new radio will need to be purchased. They agreed to increase the public safety radio line item by \$1,000 to match the ambulance radio budget.
- Overall, Eric decreased his public safety budget by \$4,000. The ambulance budget proposal is a decrease of approximately \$10,000. Eric will not know about the new ambulance grant that he has applied for until later on this summer.

Aaron Cook, Assessor:

- It was decided to leave the funds coming out of the GIS budget for the \$6,000 salary that Aaron is being compensated for GIS addressing.
- Aaron requested that the leave indebtedness line item be kept for employees that will be retiring. He possibly has two employees retiring in the next fiscal year.
- He increased maintenance agreement by \$500. The costs seem to go up every year without much notice.
- Aaron was able to find several fiberglass posts for new addresses. He shouldn't have to order any for quite a while.
- Aaron asked if the change of him doing the new addresses is being considered a temporary thing or should he should he plan on this becoming part of his permanent duties. The Commissioners said as things stand now, he may as well consider it part of his regular duties.

Dwight Lloyd, Weed:

- Commissioner Christensen asked how the Dyers Woad program is going with the local athletic teams?
- Dwight explained that the only athletic team that has shown interest is the North Gem girls volleyball team. He has given them \$600 so far and expects them to reach \$1000 before they have completed their goal.
- Dwight feels that a lot of the problem might be that the schools were not informed in time to get it organized with the athletic teams. He will make sure he is more proactive about this next year.

- Commissioner Mathews suggested a bonus be given to the students if they reach a certain amount. They decided that an extra \$100 bonus would be given for 50 bags and \$500 for 100 bags.
- Dwight also explained that he needs to get an upgraded computer and printer.

Kelly Wells, Sheriff:

- Kelly explained that he would like to add a Detective to his staff. He didn't include the costs associated with this in his proposed budget, but asked the commissioners to consider it. Kelly feels that the extra revenue that they have been bringing in would cover the costs to employ this individual.
- They are keeping close watch on keeping the miles driven on the new leased vehicles to under 25,000 a year. There is no penalty if they go over this mileage, but they will get a lower trade in value.
- Kelly is requesting an increase for kitchen and food supplies of \$7,000. This line item is hard to predict due to fluctuation in population.
- Commissioner Christensen told Kelly to plan on the contract with Caribou Memorial Hospital increasing. Commissioner Christensen is attending the hospital board meeting tonight and will try to find out what has been decided.
- Depending on what happens with Caribou Memorial Hospital, the cumulative jail expenses could increase from \$7,000 to \$20,000.
- Commissioner Mathews motioned to convene to executive session at 4:27 p.m. pursuant to I.C. 74-206 (a). Commissioner Somsen seconded the motion. Motion carried.
- Commissioner Somsen motioned to reconvene to regular session at 4:42 p.m. Commissioner Mathews seconded the motion. Motion carried. No decisions were made at this time.

Terri Stephens, Computer:

- Terri has proposed in the budget to add a full time Information Technology employee. She would like to have someone on staff that has the education to oversee all of Caribou County's software/hardware programs including the Sherriff's Office. She would like to continue to also be a part of the Information Technology Department.
- Her bottom line figure would be an increase of approximately \$100,000 if the commissioners would allow for the additional employee. This increase would include salary and benefits.

- Commissioner Mathews motioned to convene to executive session at 11:14 A.M. pursuant to I.C. 74-206(b). Commissioner Somsen seconded the motion. Motion carried.
- Commissioner Somsen motioned to reconvene to regular session at 11:31 A.M. Commissioner Mathews seconded the motion. Motion carried. No decisions were made at this time.

Blake Poulsen, Building & Courthouse:

- No changes in the budget.
- Blake asked if he can proceed with the LED lights in the extension building. He wants to take advantage of the cost incentive program while it is available. The commissioners said to get it done while the savings is going on.
- Blake is concerned about the steps going up to the roof of the courthouse. He said that they are dangerous and need to be updated. Commissioner Somsen said that there also needs to be an adequate escape route off the roof as well.
- Blake said that he was asked to get some air conditioning in the jury room. He would like to have a portable unit placed in there during the summer months. He is also going to work on getting some price quotes for a white noise machine for the jury room.

Jayson Lower, Landfill:

- Jayson is requesting a few increases in his budget. He is requesting a \$3,000 increase for travel, mileage and meals.
- He is also requesting a \$25,000 increase on landfill development. He also would like to increase the gas and oil budget by \$6,000 due to cost increases.
- Jayson also is requesting an increase for materials of \$742 due to rising costs of posi shell.
- Overall, Jayson is requesting an increase of approximately \$47,000 which includes the 3% proposed salary increase.
- Commissioner Mathews motioned to convene to executive session at 2:31 P.M. pursuant to I.C. 74-206(c). Commissioner Somsen seconded the motion. Motion carried. No decisions were made at this time.
- Commissioner Mathews motioned to reconvene to regular session at 3:29 P.M. Commissioner Somsen seconded the motion. Motion carried.

Justin Steele, Adult/Juvenile Probation:

- The changes on the budget in the adult probation are only due to proposed salary increase of 3%.
- On the juvenile probation budget there are no changes. Justin asked that the \$25,000 be left in capital outlay. He may need another car over the next couple of years.
- Justin explained that there is currently a lot of drug testing going on in Caribou County. He said it may have to be addressed since we are doing the testing for the Department of Corrections inmates. The budget has been handling it so far, but it may not keep covering it as time goes on. Justin and Judge Brown have been discussing this issue.
- Sheila Downs and Phillip Christensen Jr. are both paid out of the district court fund and the only increase directly involving them is the proposed salary increase of 3%.

Doug Wood, Prosecuting Attorney:

- Doug explained that his biggest increase is for upgrading computers.
- He has talked to TJ Burbank and his quote for 2 new computers is \$2557.
- He has conservatively estimated \$20,000 for the equipment needed to handle the Odyssey change over in the court system. He will have to purchase new scanners and software.
- Doug has increased the training budget by \$2500 due to Odyssey.
- Commissioner Somsen asked if the attorney contingency needs to be increased. Doug said it should be increased. He has already had three jury trials this year. Doug suggested that it be increased to \$5,000 from \$1,000.

Angie Mendenhall, Treasurer: (Denise spoke for Angie, Angie was absent for the meeting)

- Main changes are due to proposed salary increase of 3%.
- We received more interest on the revenue side than expected by approximately \$45,000.

Denise Horsley, Clerk/Auditor:

- Denise has adjusted salaries and benefit due to proposed salary increase of 3%.
- On the Commissioners budget, the salaries line item was decreased from \$64,000 to \$60,000.

Sharlene Simons: Extension:

- Denise explained that the Commissioners are in favor of a 3% salary increase for all county employees.
- Sharlene explained that they are in need of a new vehicle. The vehicle that they currently has is constantly having mechanical issues. It has 155,000 miles on it.
- Denise explained that we raised their part time employee to \$10.93 from \$10.00. This change has already taken place. The funds are available in the budget.
- She received a quote of approximately \$3,000 for the trade-in value of their current vehicle. She currently has Hunzeker Ford looking for a smaller car.
- The Commissioners agreed that she needs to get a new vehicle.
- Commissioner Mathews suggested that she take what she can out of the current budget and use some of the new budget to purchase her vehicle in September.
- Commissioner Mathews also suggested that we wait until we see who the new extension agent is going to be. Sharlene explained that they might know who the new person is going to be in the next month or so.
- Sharlene asked the Commissioners if she should keep the current vehicle as a second vehicle. The Commissioners preferred that she trade it in. We have an extra truck that they could use ~~if she~~ at the courthouse.
- Sharlene said the only increase in the budget is in capital outlay. The increase is \$2500.

Darrin Sims: Coroner:

- Darrin explained that he would still like to eventually hire a Deputy Coroner. He could use the \$500 that has been previously budgeted for a rental expense and add it to the Deputy Coroner salary.
- Darrin has no monetary changes in his budget. He would like a dues/memberships fee added. This has been previously been included in his budget on a different line item.

Tiffany & Brett Torgesen:

- Commissioner Somsen motioned to convene to executive session at 3:30 P.M. pursuant to I.C. 74-206(b). Commissioner Mathews seconded the motion. Motion carried.
- Commissioner Mathews motioned to reconvene to regular session at 3:41 P.M. Commissioner Somsen seconded the motion. Motion carried.

Walker McWilliams:

- Walker is working on an Eagle Project. He is planning to rebuild an informational kiosk for the Forest Service at the trailhead in Jackknife Creek.
- Commissioner Somsen motioned to donate up to \$250 for supplies. Walker will need to provide receipts and we will reimburse him. Commissioner Mathews seconded the motion. Motion carried.

Donna Ledbetter, Indigent:

- Donna is working on a couple new cases. She asked the commissioners to sign the standard liens for recording.
- She has denied Case 2010-10 due to the application not being timely filed and Caribou County is not the last resource, the applicant has medical insurance.
- Commissioner Mathews motioned to deny Case 2010-10, as we were not the last resource and the application was not timely filed. Commissioner Somsen seconded the motion. Motion carried.

Denise Horsley, GIS:

- Denise has noted the \$6,000 salary to be paid to Aaron Cook for addressing. This leaves the salary line item at approximately \$45,000.
- The Commissioners suggested that a job description ad be placed in the local paper and the Idaho State Journal. They also asked Denise to reach out to Idaho State University and BYU Idaho.
- Denise increased the insurance rates to the family rate in case we hire an individual with a family.

Denise Horsley, Planning and Zoning:

- No changes in the budget.

Denise Horsley, Elections:

- Denise would like to raise the supply budget from \$6,000 to \$8,000.
- She lowered the salary line item by \$2,000.

Denise Horsley: Indigent:

- Added public defender grant line item of \$25,000.

- She added a line item for drug/alcohol rehab line item of \$50,000. She also lowered the medically indigent line item by \$50,000.

Denise Horsley, Consolidated Election:

- Decreased the PERSI line item by \$189.00.
- Increased machine maintenance by \$1,675.
- This budget is not levied.

Denise Horsley, Health:

- Increased appropriation to \$65,000 from \$63,220.

Denise Horsley, Parks and Recreation:

- No changes

Denise Horsley, Tort:

- Increased insurance line item to \$155,417 from \$150,000. This covers vehicles, buildings etc...

Denise Horsley, County Fair:

- No changes

Denise Horsley, Sundries:

- Increased state unemployment insurance by \$3,000.
- Decreased postage by \$2,000.
- Increased telephone by \$500.

Denise Horsley, Court Facility:

- Currently budgeted at \$6,000. Blake could use this to make the changes in the jury room.

Denise Horsley, Veterans:

- She added a line item for building remodel with a budget of \$5,000. This would help cover the expenses needed to upgrade the Legion Hall in Grace.

Denise Horsley, District Court:

- Salary increase due to proposed 3%.
- Increased overtime pay line item by \$665 due to Odyssey.
- Decreased capital defense line item by \$682.

Denise Horsley, PILT:

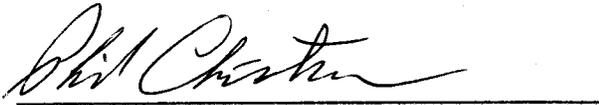
- Increased miscellaneous donations by \$3,000.
- Increased landfill closure line item by \$1,300.

Other:

- Commissioner Somsen moved to pay the claims and remittances in the amount of \$390,617.15 and payroll claims in the amount of \$167,751.73, and to approve the minutes of June 11, 2018 as amended. Commissioner Mathews seconded the motion. Motion carried.
- The meeting adjourned at 04:50 p.m. The Caribou County Board of Commissioners will meet July 9, 2018 at 9:00 a.m. for regular meeting.

Signed: Phil Christensen, Commissioner Chairman

Attested: Jessica Zander





Approved Payment of Bills

| | 25-Jun-18 | Claims | Payroll |
|----------------------------|-----------|---------------|---------------|
| Current Expense | | \$ 15,538.52 | |
| Indigent | | \$ 1,563.48 | |
| Road & Bridge | | \$ 47,635.36 | |
| Special Highway | | \$ 25,472.67 | |
| Justice | | \$ 12,242.68 | |
| Consolidated Election | | \$ 10.00 | |
| Weed Control | | \$ 9,643.16 | |
| Solid Waste | | \$ 44,686.75 | |
| Reappraisal | | \$ 179.63 | |
| Health | | \$ 973.41 | |
| Hospital M&O | | | |
| Ambulance | | \$ 1,940.84 | |
| Parks & Recreation | | \$ 13,537.52 | |
| Tort | | | |
| County Fair | | | |
| County Court Facility | | | |
| District Court | | \$ 17.95 | |
| Court Services | | \$ 336.00 | |
| Juvenile Justice | | \$ 246.23 | |
| Veteran's Memorial | | | |
| Mineral Leasing | | | |
| PILT | | \$ 76.87 | |
| Idaho State Treasurer | | \$ 30.00 | |
| City of Soda Springs | | \$ 36,625.35 | |
| City of Bancroft | | \$ 4,474.51 | |
| City of Grace | | \$ 7,335.21 | |
| Bancroft Cemetery | | \$ 217.59 | |
| Central Cemetery | | \$ 99.24 | |
| Fairview Cemetery | | \$ 2,815.45 | |
| Freedom Cemetery | | \$ 37.83 | |
| Grace Cemetery | | \$ 1,040.34 | |
| Lago Cemetery | | \$ 44.22 | |
| Lava Cemetery | | \$ 0.75 | |
| Lund Cemetery | | \$ 58.78 | |
| Thatcher Cemetery | | \$ 88.11 | |
| Turner Cemetery | | \$ 41.93 | |
| School District #148 | | \$ 15,790.04 | |
| School District #149 | | \$ 9,100.22 | |
| School District #150 | | \$ 50,944.00 | |
| School District #21 | | | |
| Grace Free Library | | \$ 1,931.79 | |
| Waterways | | | |
| Tax Deed Excess Funds | | | |
| TV Translator | | \$ 1,659.42 | |
| Caribou County Solid Waste | | \$ 10,378.36 | |
| Bailey Creek Fire District | | \$ 43.48 | |
| Freedom Fire District | | \$ 67.68 | |
| Auditor's Trust | | \$ 40.00 | |
| Adult Probation Fee | | \$ 33.00 | |
| Diversion Education Trust | | | |
| Juvenile Housing Trust | | | |
| Range Improvement Trust | | | |
| Court Trust | | \$ 186.00 | |
| Centennial Trust | | | |
| College Trust | | \$ 29,200.00 | |
| Treasurer's Trust | | \$ 581.94 | |
| ID Trust | | | |
| Concealed Weapon's Trust | | \$ 828.00 | |
| Motor Vehicle Trust | | \$ 42,822.84 | |
| 911 Trust | | | |
| Public Safety Trust | | | |
| Weed Control Trust | | | |
| Drug Court Trust | | | |
| Youth Court Trust | | | |
| Vessel Account | | | |
| Grand Total | | \$ 390,617.15 | \$ 167,751.73 |

CARIBOU COUNTY COMMISSIONER'S AGENDA

Date: 6/25/2018

This Meeting is for Budget if you need to meet with the Commissioners get on the afternoon agenda

| Time | Name of Person/Party | Concerning |
|----------|--------------------------|---|
| 9:00 AM | Bills & Minutes | |
| 9:15 AM | Kim Spencer | Road & Bridge - Budget |
| 9:30 AM | Eric Hobson/Larry Weaver | EMS / Fire - Budget |
| 9:45 AM | Aaron Cook | Assesor - Budget |
| 10:00 AM | Jayson Lower | Landfill - Budget |
| 10:15 AM | Dwight Lloyd | Weed - Budget |
| 10:30 AM | Kelly Wells | Sheriff - Budget |
| 10:45 AM | | |
| 11:00 AM | Terri Stephens | Computer - Budget <i>Donation - Project Warmth</i> |
| 11:15 AM | Blake Poulsen | Building Department / Courthouse - Budget |
| 11:30 AM | Justin Steele | Probation - Budget |
| 11:45 AM | Doug Wood | Prosecuting Attorney - Budget |
| NOON | LUNCH | |
| 1:00 PM | Denise Horsley | Clerk -Budget |
| 1:15 PM | Sharlene Simons | Extension-Budget |
| 1:30 PM | Darrin Sims | Coroner - Budget |
| 1:45 PM | Angie Mendenhall | Treasurer - Budget |
| 2:00 PM | Denise Horsley | Clerk - Budget |
| 2:15 PM | | |
| 2:30 PM | Jayson Lower | Landfill / Executive Session |
| 2:45 PM | | |
| 3:00 PM | | |
| 3:15 PM | | |
| 3:30 PM | Tiffany Torgesen | sick leave / Executive Session - personnel |
| 3:45 PM | Walker Williams | Information Booth / Jackknife Trail - (Eagle Project) |
| 4:00 PM | Donna Ledbetter | Indigent |
| 4:15 PM | | |
| 4:30 PM | | |
| 4:45 PM | | |
| 5:00 PM | | |

OTHER BUSINESS: Executive Session I.C. (74-206)

B.O.E.

Air Methods

sign Public Defender Grant

Fair Board

The board of commissioners may go into executive session pursuant to Idaho Code. Anyone needing special assistance to attend the above noticed meeting should contact the Clerk's Office at (208)547-4324.