

APPROVED

COMMISSIONER MEETING OF June 22, 2020

The Caribou County Commissioners met in regular session on June 22, 2020 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, Caribou County Prosecutor Doug Wood, Road and Bridge Supervisor Kim Spencer, Leadman Brett Barfuss, Public Safety Director Eric Hobson, Ambulance Director Larry Weaver, Courthouse Maintenance/Building Inspector Blake Poulsen, Landfill Supervisor Jayson Lower, Caribou County Sheriff Kelly Wells, Chief Deputy Matt Galloway, Weed Supervisor Dwight Lloyd, IT/GIS Director Jacob Farnes, Dean Stutzman, P&Z Director JoAnna Ashley, Caribou County Coroner Darrin Sims, Extension Agent Justin Hatch, Caribou County Assessor Aaron Cook, Caribou County Treasurer Angie Mendenhall, Probation Supervisor Justin Steele, Chris Thomas, Craig Mansfield, Extension Office Sharlene Simons, Marnie Spencer, and Carl Phillips.

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

Denise Horsley informed the Commissioners that all budgets need to be adjusted to cover a 5% increase for medical insurance and 3% increase for dental insurance.

Kim Spencer, Road and Bridge:

- They are a little behind on the crushing due to the rain that we have had lately.
- They are planning to start chipping next week.
- No changes on the budget for FY2021.
- Shauna has reviewed the labor costs for the last few years. In 2017-2018, we paid out \$35,000 in labor costs. In 2018-2019, we paid out \$92,000 in labor costs. To date this fiscal year, we have paid out \$38,000 in labor costs. Denise has figured a new employee at \$27.00 per hour and the annual cost with benefits would be \$97,000.
- Kim explained that if we are required to take a budget cut for the next fiscal year, we are not going to be able to take on another employee.
- Overall, Kim is requesting a budget decrease of approximately \$13,000.
- Kim would like to replace a small snowplow if the budget will allow it. The cost would be approximately \$100,000. The one that needs replaced is a 1997 GMC single axle with an excessive amount of miles.

Eric Hobson/Larry Weaver, Public Safety/EMS:

- Eric said no major changes on the upcoming budget.

- Eric would like to figure something out with the shop in Grace and also doing a radio swap out if the next budget year will allow it.
- Eric is planning on applying for grants during the upcoming budget year. He will need to leave funds in capital outlay to cover our match if we are awarded the grants.
- Larry explained that so far 2 individuals that took the latest EMT class have been tested and passed the certification process. Testing is delayed right now due to a waiting period. They are hoping that all 14 that completed the class will be testing as soon as they can.

Blake Poulsen, Courthouse/Building:

- Blake has no changes on his building department budget.
- He would like to have the roof project done at the Courthouse in the next fiscal year.
- He has received a bid for \$1,750 to have the tree and stump removed between the Courthouse and US Bank. He accepted the bid and it scheduled for the removal to take place.
- Blake would like to use some available funds to have the paneling removed in a couple of rooms on the 3rd floor of the Courthouse and get them painted. He may ask for some volunteer help for the painting portion. These rooms are typically used by the court reporter and the public defender.

Jayson Lower, Landfill:

- Jayson would like to give his part-time help a \$1.00 raise per hour in the next fiscal year.
- Jayson would like to pay off the 963-D loader. He would prefer to save the interest by avoiding stretching out the payment period another 2 years. The Commissioners agreed to pay off the piece of equipment and avoid paying the interest.
- Commissioner Mathews motioned to pay off the remaining balance of \$100,000 on the 963-D loader. Commissioner Somsen seconded the motion. Motion carried.
- Jayson has reviewed the proposal from Direct Communications forwarded by Jacob Farnes and his initial response is to decline the offer at this time.

Kelly Wells, Sheriff:

- Kelly would like to increase IT equipment by \$5,000. They are lowering Motorola support to compensate for the increase.

- Kelly left \$140,000 in the jail budget to cover the Caribou Memorial Hospital contract. As of today, he has not been told of any changes pertaining to the contract.

Dwight Lloyd, Weed:

- Dwight is requesting a 3% increase on the phone budget due to mapping costs.
- Dwight would also like to increase his advertising budget by \$1,000.
- The Dyer's woad program is going great. He is expecting an 87 percent return rate on the bags again this year. He would like to increase the Dyer's woad line item by \$2500 to keep the program going strong. He is planning on asking a couple big local employers to help with the program next summer.
- He is also asking for a 3% increase for propane to heat the shop this winter.
- He would also like to increase his budget to pay for a bathroom and a well at the Weed Shop. They would like to have running water to wash their hands. Commissioner Somsen explained that this request will have to be put off another year due to the proposed budget cuts due to the COVID-19 virus.

Jacob Farnes, GIS/IT:

- Jacob will cover the Information Technology budget first. He didn't use much of the costs in the current budget associated with traveling due to COVID-19.
- He has been informed that our LaserFiche contract will be increasing from \$8,200 to \$13,000. He can take this increase out of capital outlay. We have already entered into a contract with them. Commissioner Somsen asked if we have any other options the following year. Jacob said he can research other file management software to see what else is available once our contract with LaserFiche expires.
- Commissioner Somsen asked about the increase for the Barracuda backup. Jacob explained that they had to expand from a 4-terabyte unit to a 12-terabyte unit. We entered into a 3-year contract that came with the cost of \$11,000. He would like to pay off the capital balance of the appliance. This would allow him to pay only the operational expenses that came along during the budget year.
- Our Internet budget has become an interesting topic since Silver Star sold out to Direct Communications recently. Dean with Business Phone Systems is in attendance today to explain some options.

- The system that Dean has available is 100 megabytes. Since the court is utilizing video conferencing, they are using up to 90 percent of our daily capacity.
- Commissioner Somsen asked how many pages are on our current website. Jacob was not sure at this time. Commissioner Somsen said the amount in his budget seems quite high for website maintenance. Commissioner Somsen asked Jacob to explore our options for this. Jacob agreed that \$2,700 for website hosting does seem high.
- One project for FY2021 in the capital outlay budget consists of upgrading our 2012 servers to 2019. He will seek approval for each of those as he does the upgrades.
- For the GIS budget, he has been trying to keep address markers available for the public if theirs have become faded. He has had approximately 100 people ask for new ones. He will be going over in his current budget due to all the unexpected requests.
- On the vehicle budget, Jacob seems to be having a lot of maintenance issues on the pickup. He asked if he should consider purchasing a new vehicle. Commissioner Somsen said he would suggest keeping the current vehicle at this time. Commissioner Mathews asked how many miles are on the pickup. Jacob responded with 125,000 miles. Commissioner Somsen said the upcoming budget will not allow for a new vehicle.
- Jacob presented two different proposals from Business Phone Systems. Jacob explained that we are currently paying approximately \$1244 per month to Century Link.
- Century Link could bring in their own fiber optic lines which would require us to purchase a PRI card. We can also opt to use E-Fax which could potentially save on the monthly charges. Jacob would rather keep our traditional fax machines for now.
- Dean explained that when dealing with multiple lines it can become more cost effective if you use the PRI option. Each department can also have their own phone numbers and an incoming call will be placed in a que rather than ringing busy. The phones are not linked in with the Internet.
- The Commissioners wanted to wait to hear the proposal from Direct Communications before making a final decision.

JoAnna Ashley, P&Z:

- JoAnna proposed combining the clerical salary and the miscellaneous salary line items. Commissioner Mathews requested that they continue to be separate.

- She decreased the travel, meals, and mileage by \$4,000. She is requesting an increase for supplies of \$800 to cover ink for the color printer.
- She would like to get her own software licensing with a cost of \$550. She has been piggybacking off of Jacob's license and only one person can be logged in at a time.
- Denise said she added medical and vision insurance for a family since JoAnna said she may or may not need it during the next fiscal year.

Darrin Sims, Coroner:

- Darrin said he has no requests for budget changes.

Doug Wood, Prosecutor:

- Doug would like to increase his part-time employee's salary by 35 cents. She was working for the Soda Springs Police Department for half the working day and Doug for the other half of the day. She wants to cut back her working hours and only work for one or the other of us. Doug would really like her to stay working in his office and he told her we could match her hourly wage that the Soda Springs Police Department has been paying her. Commissioner Somsen suggested that he give her a 40-cent increase.

Justin Hatch, Sharlene Simons, and Marnie Spencer, Extension Office:

- The only change they have in their budget is to move \$2,000 from capital outlay to machine maintenance.
- Marnie Spencer is the Director for the extension offices, so she oversees the Extension Agents.
- She wanted to express her appreciation for the decades of support from our Board of Commissioners. The money is vital for their operation. She further explained that they have received over \$5 million from the counties. They have 42 offices out of the 44 Idaho counties.
- She explained that she has been serving as the interim chair for the Bear Lake area. She asked if the Commissioners would allow Justin to fill this role on a temporary basis. The term would be between 6 to 12 months. They would require that he travel to Montpelier one day a week for the time he serves. Justin said he would be able to keep up on his office work for our location, he just wouldn't have a physical presence one day a week.
- Commissioner Mathews asked if Justin would be using the county vehicle to travel to Montpelier. Commissioner Mathews said he has no problem with him using the vehicle as long as Bear Lake County is going to pay us for the mileage at the IRS rate. The other option would be to have Justin

use his personal vehicle and reimburse him directly. Marnie will ask the Bear Lake County Commissioners what they are willing to do.

- The Commissioners agreed that other than the vehicle issue, they do not have any problem with Justin serving as the interim chair.

Aaron Cook, Assessor/ Reappraisal:

- No changes on the Assessor budget.
- He did have to raise medical and vision insurance for the reappraisal budget. His previous employee did not have a family on their medical insurance policy.
- New construction figures since last July is a little over \$6 million. The bulk of this is primarily residential.
- Things have been pretty quiet on the Board of Equalization front. The local housing market seems to be holding steady.

Angie Mendenhall, Treasurer:

- No changes on Angie's budget.
- She is planning on starting the tax deed process on 3 parcels. Two of them may pay the past due balance since they are actual homes, the third one is bare ground.

Justin Steele, Juvenile Justice:

- Justin would like to upgrade the camera system in the courthouse. That is his only request for the next fiscal year.
- No overall changes in the budget.

Denise Horsley, District Court Budget:

- Judge Brown joined the meeting to discuss the court costs associated with the budget.
- Denise has increased the operation in funds by \$6,000. This account is an unlevied budget. This will help cover the costs to upgrade the 2 rooms upstairs that Blake Poulsen referred to earlier in the meeting. Judge Brown explained that this fund is kept up strictly with fines and penalties collected by the court.

- Judge Brown requested that the staff attorney be placed in one of the extra offices on the 3rd floor on a permanent basis. Currently, their desk sits outside of the Judges' Chambers in an open area. He has noticed that people seem to congregate around their desk and would like them to be able to have more privacy. His suggestion is to place the court reporter in the open area since they are here less often than the staff attorney.
- Judge Brown explained that he has spoke with Judge Naftz and Kerry Hong regarding a law library. He agrees with them that we should have a law library available in our Courthouse. It is basically a kiosk for the public to use.
- Kerry Hong is trying to get a discounted group rate for all the counties that are willing to participate.
- Commissioner Somsen asked where the kiosk will be placed. Denise Horsley explained that they would like to place it somewhere on the 3rd floor.
- For the court services budget, Judge Brown said to expect an inordinate amount of trials due to the backlog. Denise explained the only charge on the court services budget is a decrease for the social security payroll line item.

Denise Horsley, Commissioners Budget:

- The only increase Denise made is for medical/vision insurance since the new Commissioner will have dependents on his policy.

Denise Horsley, Health:

- Denise contacted Tyler Butler regarding the health district appropriation and she was told the amount will be decreasing by \$2,000.
- Custodial services are requesting an increase of 35%. The current budget amount is \$23,540 and they are requesting \$31,600 for the next fiscal year.
- Commissioner Somsen asked if they are willing to negotiate on the custodial services. The Commissioners requested that Melanie Pitcher attend the next meeting to discuss the proposed increase.

Denise Horsley, Tort:

- Denise increased the ICRMP payment by 10 percent. The training that Eric Hobson conducted provided us a discount of over \$9,000.

- The Commissioners said that the employees that failed to do the training will not be receiving their Christmas bonuses this year.

Denise Horsley, County Fair:

- No changes in the budget.

Denise Horsley, Veteran's Memorial:

- No increases in the budget.

Denise Horsley, PILT:

- She increased the annual donation to the Soil Conservation District since the Commissioners agreed to a \$2,000 increase.

Denise Horsley, Parks and Recreation:

- No changes in the budget.

Denise Horsley, Sundries:

- Denise increased the audit line item by 3% from \$30,000 to \$31,000.

Denise Horsley, Clerk/Auditor:

- Overall increase in the budget of \$1,000.

Denise Horsley, Elections:

- No changes in the budget.

Denise Horsley, Indigent:

- Denise increased the medical and dental insurance in case our new hire has a spouse and/or dependents.
- Denise also increased the public defender contract amount by 3% since that has been the annual standard. Commissioner Mathews suggested that she contact the public defender and discuss avoiding the increase since the employees are not getting an increase in pay this year.

Denise Horsley, Consolidated Elections:

- Denise decreased this budget by 15%. She did leave enough in the budget to cover a part-time employee in the recorder's office. She explained that this office is the busiest office and a part-time employee is needed. The employees need to be able to find time to cross-train.
- She reviewed the applications that have been submitted for the available full-time position and 5 applicants also marked that they are willing to work part-time. She would like to offer one of them a 20-hour week position. This individual will be eligible for PERSI, but no other benefits. Denise further explained that this is a non-levied budget.
- The Commissioners agreed to hiring a part-time employee in the recorder's office.

With every department included, the overall change from FY2020 to FY2021 is a projected budget decrease of \$28,154.00.

Justin Hatch, Extension: Executive Session 74-206(b)

- Commissioner Mathews motioned to convene to executive session at 2:49 p.m. pursuant to I.C. 74-206(b). Commissioner Somsen seconded the motion. Motion carried.
- Commissioner Somsen suggested that the Commissioners reconvene to regular session at 3:23 p.m.

Chris Thomas, CEO Caribou Memorial Hospital and Craig Mansfield, Caribou Memorial Hospital Board Member: Executive Session 74-206(e)

- Commissioner Mathews motioned to convene to executive session at 3:24 p.m. pursuant to I.C. 74-206(e). Commissioner Somsen seconded the motion. Motion carried.
- Commissioner Somsen suggested that the Commissioners reconvene to regular session at 3:59 p.m.

Sharlene Simons, Extension: 74-206(b)

- Commissioner Mathews motioned to convene to executive session at 4:00 p.m. pursuant to I.C. 74-206(b). Commissioner Somsen seconded the motion. Motion carried.
- Commissioner Somsen suggested that the Commissioners reconvene to regular session at 4:47 p.m.

Brooke Allen, Direct Communications:

- Brooke will attend a future meeting due to this meeting running late.

Carl Phillips:

- Commissioner Mathews motioned to enter into a Board of Equalization. Commissioner Somsen seconded the motion. Motion carried.
- Mr. Phillips explained that he owns a piece of property that is strictly used for agricultural purposes. He is currently paying taxes at a higher rate than agricultural and would like it changed.
- Commissioner Mathews asked how the property is currently being taxed. Aaron Cook explained that the property is taxed as an unimproved lot. Aaron further explained that the property has a well and power. Aaron also added that the septic tank that was once there is no longer usable.
- Commissioner Somsen asked Mr. Phillips if he uses the well. Mr. Phillips explained that they provide water to cattle with the well.
- Aaron also explained that he drove to the property last Friday and noticed that currently recreational vehicles are also using the amenities. Mr. Phillips explained that one small recreational vehicle is hooked up to the power.
- Commissioner Mathews motioned to lower the value of the 1-acre parcel within parcel number 07S39E190001 from \$12,000 to \$8,000. Commissioner Somsen seconded the motion. Motion carried.
- Mr. Phillips asked if he removed the power and well if the property would be valued at less than \$8,000. Commissioner Mathews explained that you can have a well and use it strictly for agricultural purposes.
- Aaron explained that as long as the recreation vehicles are using the amenities, the value should not be valued any lower. Mr. Phillips said he could unhook the recreational vehicles from the amenities if that would help lower the value more. Commissioner Mathews said he can always come back next year and discuss it further if he decides to no longer use the amenities for the recreational vehicles.
- Commissioner Somsen motioned to reconvene to regular session at 5:08 p.m. Commissioner Mathews seconded the motion. Motion carried.

Other:

- Commissioner Somsen moved to pay the claims and remittances in the amount of \$420,989.52 and payroll claims in the amount of \$187,763.03 and to approve the minutes of June 8, 2020 as presented. Commissioner Mathews seconded the motion. Motion carried.

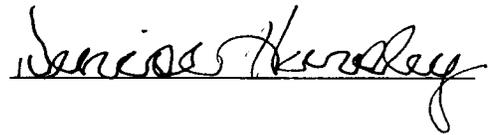
- The Commissioners are planning on having a float for the 24th of July celebration in Bancroft.
- The Commissioners extended the State of Emergency Declaration due to the COVID-19 virus via telephone through August 24, 2020.
- Commissioner Somsen motioned to add Curtis Weber to the agenda. Commissioner Mathews 2nd the motion. Motion carried.
- Commissioner Somsen explained that the lawnmower that Mr. Weber uses in the Freedom Park broke down. Mr. Weber proposed that we pay him \$2,000 annually and he will purchase the new lawnmower. Commissioner Somsen said we could eliminate the M&O line item and have an annual contract with Mr. Weber instead.
- Commissioner Somsen motioned to hire Curtis Weber for an annual cost of \$2,000 to care for the lawn needs at the Freedom Park. Commissioner Mathews seconded the motion. Motion carried.
- The meeting adjourned at 05:10 p.m. The Caribou County Board of Commissioners will meet July 13 at 9:00 a.m. for regular meeting.

Signed: Phil Christensen, Commissioner Chairman

Attested: Denise Horsley



Phil Christensen



Denise Horsley

Approved Payment of Bills

	6/22/2020	Claims	Payroll
Current Expense		\$ 15,215.96	
Indigent		\$ 6,161.41	
Road & Bridge		\$ 130,363.82	
Special Highway			
Justice		\$ 50,882.37	
Consolidated Election		\$ 804.26	
Weed Control		\$ 17,126.49	
Solid Waste		\$ 2,818.09	
Reappraisal		\$ 55.68	
Health		\$ 804.21	
Hospital M&O			
Ambulance		\$ 3,374.26	
Parks & Recreation		\$ 76.43	
Tort			
County Fair			
County Court Facility			
District Court		\$ 63.45	
Court Services			
Juvenile Justice		\$ 475.50	
Veteran's Memorial			
Mineral Leasing			
PILT		\$ 48.13	
Waterways			
Idaho State Treasurer		\$ 30.00	
City of Soda Springs		\$ 46,053.70	
City of Bancroft		\$ 3,589.62	
City of Grace		\$ 9,186.99	
Bancroft Cemetery		\$ 161.90	
Central Cemetery		\$ 37.96	
Fairview Cemetery		\$ 1,511.33	
Freedom Cemetery		\$ 54.12	
Grace Cemetery		\$ 747.82	
Lago Cemetery		\$ 255.91	
Lava Cemetery			
Lund Cemetery		\$ 25.55	
Thatcher Cemetery		\$ 52.28	
Turner Cemetery		\$ 73.47	
School District #148		\$ 14,674.72	
School District #149		\$ 4,870.49	
School District #150		\$ 27,657.68	
School District #21			
Grace Free Library		\$ 1,870.63	
Water District			
TV Translator		\$ 2,332.34	
Solid Waste		\$ 11,653.16	
Bailey Creek Fire District		\$ 88.63	
Freedom Fire District		\$ 141.16	
Auditor's Trust		\$ 40.00	
Odyssey Court Payments		\$ 216.09	
Adult Probation Fee			
Diversion Education Trust			
Juvenile Housing Trust			
Range Improvement Trust			
Court Trust			
Centennial Trust			
College Trust		\$ 5,750.00	
Treasurer's Trust		\$ 934.41	
ID Trust			
Concealed Weapon's Trust			
Motor Vehicle Trust		\$ 51,660.44	
911 Trust		\$ 9,049.06	
Public Safety Trust			
Weed Control Trust			
Drug Court Trust			
Youth Court Trust			
Vessel Account			
Grand Total		\$ 420,989.52	\$ 187,763.03

CARIBOU COUNTY COMMISSIONER'S AGENDA

Date: 6/22/2020

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	Eric Hobson / Larry Weaver	EMS / Ambulance - Budget
9:45 AM	Blake Poulsen	Courthouse/Building-Budget
10:00 AM	Jayson Lower	Landfill - Budget
10:15 AM	Kelly Wells	Sheriff - Budget
10:30 AM	Dwight Lloyd	Weed Control - Budget
10:45 AM	Jacob Farnes	IT/GIS-Budget
11:00 AM	JoAnna Ashley	P&Z-Budget
11:15 AM	Darrin Sims	Coroner - Budget
11:30 AM	Doug Wood	Prosecutor - Budget
11:45 AM	Justin Hatch / Sharlene Simons	Extention Office - Budget
Noon		
1:00 PM	LUNCH BREAK	
1:15 PM	Aaron Cook	Assessor/Reappraisal-Budget
1:30 PM	Angie Mendenhall	Treasurer-Budget
1:45 PM	Justin Steele	Juvenile Justice-Budget
2:00 PM	Denise Horsley / Commissioners	Commissioner / PILT / Fair-Budget
2:15 PM	Denise Horsley / Commissioners	Health/Tort/Veterans/Sundries/Park&Rec-Budget
2:30 PM	Denise Horsley/Judge Brown	District Court-Budget
2:45 PM	Denise Horsley	Auditor/Election/Indigent-Budget
3:00 PM	Justin Hatch	Executive Session 74-206b
3:15 PM		
3:30 PM	Chris Thomas - CEO Caribou Memorial	Executive Session 74-206e
3:45 PM		
4:00 PM	Sharlene Simons	Executive Session 74-206b
4:15 PM	Brooke Allen - Direct Communications	fiber internet
4:30 PM	Carl Phillips	BOE
4:45 PM		
5:00 PM		

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

BOE

remodel of attorney & courthouse reporter rooms

sign IDAWY Resolution & Information Report Agreement

Anyone needing special assistance to attend the above noticed meeting should contact the Clerk's Office at (208)547-4324.