

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COUNTY  
COMMISSIONERS, CLARK COUNTY, IDAHO**

**January 13, 2014**

The Board met this day in regular session. Those present were Commissioners Greg Shenton, Tod Shenton and William Frederiksen, Prosecuting Attorney Kent Gauchay and Clerk Velvet Killian.

**APPROVAL OF MINUTES**

Commissioner Tod Shenton made a motion to accept the December 2013 minutes, seconded by Commissioner William Frederiksen. Unanimous. Commissioner William Frederiksen moved to accept the November 2013 minutes, seconded by Commissioner Tod Shenton. Unanimous.

**CLAIMS**

The following claims were reviewed and approved for payment.

Current Expense	\$ 12,923.34
Road & Bridge	\$ 31,713.05
Ambulance	\$ 1,684.93
District Court	\$ 187.05
Justice Fund	\$ 539.00
Juvenile Justice	\$ 4,672.00
Economic Development	\$ 184.23
County/City Building	\$ 135.00
Solid Waste	\$ 1,044.72
Weeds	\$ 1,790.72
Land Use	\$ 309.09
911 System	\$ 233.44
Election Consolidation	\$ 35.99
Revaluation	\$ 155.00
Cooperative Weed Mgmt.	818.73
Indigent and Charity	\$ 15.00
<b>TOTAL</b>	<b>\$ 56,401.29</b>

**ROAD & BRIDGE UPDATE/ CITY OF DUBOIS**

Darrin May, Road and Bridge Supervisor met with the Board to update them on his department. Randy Mead, Mud Lake Telephone Representative, and Dubois City Mayor was also present to discuss respective issues. The Mud Lake Telephone Company needs to extend fiber lines to the Sheep Station. He questioned what precautions need to be taken to accommodate the upcoming replacement of that Bridge. As Mayor of Dubois, Mr. Mead reported additional LHTAC monies had been received, thus fully funding the replacement of the 5<sup>th</sup> Street Bridge. Cannon Construction Company is scheduled to begin February 1<sup>st</sup>, 2014. This necessitates the need for demolition of the old bridge in a timely manner. The City would also like to work on some roads during summer of 2014. The city will conduct further study of what type of road repairs to conduct. Mr. May reported he had not acquired a new snow plow. However; he has reworked the existing

equipment and is confident it will get through this winter season. Mr. May hopes to retire some aged equipment in the spring and may bid on a new plow at that time. He also reported that he implemented an "after storm evaluation" with his crew. He felt it was well received and that many useful ideas for improvement were discussed. Together he and the Board reviewed the process for putting a new road on the county road system, using personal tools on the job, and management of snowmobile funds. Mr. May also introduced some new forms he hopes to use in his department for review by the Board and Mr. Gauchay. They are as follows:

1. Leave slip request
2. Emergency release form.
3. Work orders
4. Safety meeting schedule
5. Monthly equipment inspection form
6. Monthly building inspection form
7. Daily equipment inspection form
8. New hire sheet
9. Performance evaluation form

#### **SCHOOL SUPERINTENDENT**

Mr. Dan Lantis, School District # 161 Superintendent, met with the Board and reported that the School District is seeking additional funding through the Century 21 Grant Program. The City of Dubois would be the sponsoring agent. An advisory board would be organized to oversee the administration of funds. Mr. Lantis sought support from the Board of Commissioners and requested a representative to serve on the advisory board, and a letter of support. Commissioner Tod Shenton moved to send a letter of support. Commissioner William Frederiksen seconded. Unanimous. Commissioner Tod Shenton also agreed to serve on the advisory board should the grant be awarded.

#### **SHERIFF'S UPDATE**

Bart May, Clark County Sheriff met with the Board to update them on his department. Together they reviewed his monthly incident report. He also included an annual incident comparison for three years. Sheriff May presented the 2014 U.S. Forest Patrol Contract for renewal. The proposed contract is ten percent lower than previous years due to Federal budget cuts. Commissioner Tod Shenton moved to sign the 2014 U. S. Forest Patrol Contract, seconded by Commissioner William Frederiksen. Unanimous. Sheriff May requested permission to purchase three simulated guns and one certification gun for appropriate training situations. He was instructed to approach the Clark County School District and solicit partial payment for this disaster exercise equipment. Commissioner William Frederiksen moved to allow Sheriff May spend up to \$ 1,025.00 to purchase these training aids. Commissioner Tod Shenton seconded. Unanimous.



### **FOREST SERVICE**

Ron Schlader, U.S. Forest Service District Ranger, met with the Board, he reported on the meeting with the Medicine Lodge permittees. Attendance and discussion were good. There was an agreement made that the Medicine Lodge Grazing Association would hire a rider to help deter cattle from the creek. Mr. Schlader reminded the Board of a public Sage Grouse meeting tonight. (January 13, 2014) Final meetings would also be held this week throughout the state of Idaho in attempt to prepare final documents and implementation by fall 2014. He relayed information that Idaho Power has requested permission to travel on forest service land to upgrade power lines. They plan to replace approximately twenty five poles on a line that travels through Forest Service lands.

### **ELECTED OFFICIALS MEETING**

The county elected officials met with the Board. In attendance were Commissioners Greg Shenton, Tod Shenton, and William Frederiksen, Prosecuting Attorney Kent Gauchay, Assessor Carrie May, Sheriff Bart May, Treasurer Annette Zweifel, and Clerk Velvet Killian. Department heads were reminded that all testing for the ICRMP Discount program need to be completed by February 1, 2014. Confirmations were made for travel plans relating to the upcoming Legislative Conference. This is scheduled in Boise during the first week of February. A surplus sale of excess county property was discussed and scheduled for April. Commissioner Tod Shenton moved to discard excess furniture valued below \$ 250. Commissioner William Frederiksen seconded. Unanimous. During the recent painting of the hallways, identification signs were removed. A consensus was reached to seek a bid for vinyl lettering to be put on doors instead of rehanging the old signs. Commissioner Greg Shenton expressed gratitude to all who helped in the efforts of painting, carpet replacement, and cleaning up from the water damage in the basement. Many service hours were donated to these projects.

### **CLOUD SEEDING**

Dave Radford, Bonneville County Commissioner, forwarded a multicounty request for the Idaho Water Resources Board to continue funding their Upper Snake River Cloud Seeding project. Bonneville, Jefferson, Madison, Fremont, and Clark counties have been supporting this project for over twenty years and would like to support High Country RC&D in it's request to continue. Commissioner Tod Shenton moved to sign the request, seconded by Commissioner William Frederiksen. Unanimous.

### **BUTLER ENGINEERING**

Robert Butler, of Butler Engineering, met with the Board to update them on plans for the Pleasant Valley Bridge. It was reported that the State of Idaho is reviewing the final plan submitted by his engineering firm. It was reported that they anticipated starting work in the spring of 2014. The bridge will need to be completely closed during the repairs. Work estimated time is May through October. Financial contracts were discussed. Clark County is to pay twenty percent of engineering and construction. It was determined that Clerk Velvet Killian would work with Myron Williams of ITD and Wayne Herbel of LHTAC to review payments and reimbursements to date.



### **VALLEY OFFICE SYSTEMS**

Mr. Jim Kolsen and Mr. Howard Hansen met with the Board to discuss office equipment maintenance and care. They submitted a bid to service county office equipment; including machines in the Courthouse, the Annex, and the Road & Bridge buildings. The Board took the bid under advisement and will review current costs and practices.

### **PLANNING & ZONING UPDATE**

Kerri Ellis, P&Z Administrator met with the Board to update them on her department. The City of Spencer recently held the necessary hearing to make some zoning changes and expand the area of impact for their city. Ms. Ellis reported that there was no opposition at this hearing and requested that the County now hear the matter. A hearing date of February 10, 2014 at 4:00 pm in the Courthouse, Commissioner's Board Room was set. It will be advertised and posted pursuant to code. An additional matter of Grandfathering was addressed. It was suggested that the definition from Idaho State law be adopted on the County level. Upon review, the definition contained some language which needed some further interpretation. Ms. Ellis said she would forward copies of the State definition to each Commissioner and Attorney Kent Gauchay for further review. Ms. Ellis also requested the nomination of Shane Hoopes as a candidate for the Planning and Zoning Board. There is a vacancy which needs to be filled. Commissioner Tod Shenton moved to appoint Shane Hoopes to the Planning and Zoning Board, Commissioner William Frederiksen seconded. Unanimous.

### **ECONOMIC DEVELOPMENT UPDATE**

Kerri Ellis, economic development professional met with the Board to update them on her department. She thanked the Board for their support during the site visit by CH Bio Fuels representatives in December. She reported that they are planning a second visit soon and she will notify the Board when a date is set.

### **EXECUTIVE SESSION**

Commissioner Tod Shenton moved to enter into executive session pursuant to provisions of Idaho Code 67-2345, subsection 1 (b) to discuss personnel issues. Seconded by Commissioner William Frederiksen, unanimous. Commissioner William Frederiksen, aye. Commissioner Tod Shenton, aye. Commissioner Greg Shenton, aye.

Regular session resumes.

### **ASSESSOR'S UPDATE**

Assessor Carrie May met with the Board to update them on her department. She submitted a recently received contract for IBM AS400 software support. Annual coverage is available at the cost of \$ 2,800 per year. The hardware is still under warranty and is backed by State support through Dick Miller. Additional software protection was not contracted at this time.

### **EXECUTIVE SESSION**

Commissioner Tod Shenton made the motion to enter into executive session pursuant to provisions of Idaho Code 67-2345, subsection 1 (d) to discuss indigent case #2014-02, seconded by Commissioner William Frederiksen. Unanimous. Roll call vote; Commissioner William Frederiksen, aye. Commissioner Greg Shenton, aye. Commissioner Tod Shenton, aye.

Regular session resumed.

Commissioner Tod Shenton moved to approve indigent case # 2014-02 based on data presented. Commissioner William Frederiksen seconded. Unanimous. Roll call vote; Commissioner Greg Shenton, aye. Commissioner Tod Shenton, aye. Commissioner William Frederiksen, aye.

### **JAIL INSPECTION**

Jail inspection was postponed.

### **CLERK UPDATE**

Clerk, Velvet Killian and Deputy Clerk, Russ Kerr met with the Board to address office matters. Mr. Kerr presented a list of items which were destroyed due to water damage in the basement and many items which could be eliminated pursuant to retention laws. (see attached list) Commissioner William Frederiksen moved to destroy the documents on the list excluding all maps and minutes of other entities which should be first notified before any destruction ensues. Commissioner Tod Shenton seconded. Unanimous. Mrs. Killian presented some purchase orders for needed replacements in the courtroom. Some could be satisfied through the court facilities fund. The Jury chairs were deemed to be in poor condition upon removal for carpet replacement; also, the Judge's bench chair was dated and badly worn. Commissioner Greg Shenton moved to accept the purchase order for a new judges' chair, seconded by Commissioner Frederiksen. Unanimous. Commissioner Tod Shenton moved to accept the purchase order for replacement jury chairs, seconded by Commissioner William Frederiksen. Unanimous. Mrs. Killian also presented a memorandum of understanding with the Idaho Bureau of Eligibility Services. A current MOU needed to be signed to continue to work with the state of Idaho in reviewing and processing indigent cases. Commissioner William Frederiksen moved to sign the MOU with the IBES. Commissioner Tod Shenton seconded. Unanimous.

### **REDISTRICTING**

The issue of redistricting was reviewed but the limited data did not warrant any change in redistricting.

### **WORK MEETING January 29, 2014**

Those in attendance were Commissioners Greg Shenton, Tod Shenton, William Frederiksen, and Clerk Velvet Killian.



### **DEPARTMENT HEAD MEETING**

In attendance; Commissioner Greg Shenton, Commissioner Tod Shenton, Commissioner William Frederiksen, Sheriff Bart May, Assessor Carrie May, Extension officer Laurie Small, Economic Development and Planning & Zoning professional Kerri Ellis, Treasurer Annette Zweifel, Clerk Velvet Killian, Weeds Supervisor Bo Billman, Road & Bridge Supervisor Darrin May. Items discussed included the upcoming Legislative Conference, the sale of surplus equipment and furniture. A "Driving Safety Meeting" was held to review policy and comply with ICRMP discount program.

### **ROAD & BRIDGE UPDATE**

Darrin May, Road & Bridge Supervisor, met with the Board to discuss his department. He reported that there were signs posted on the Jacoby, 18 mile, and Red Road saying; "No Human Entry". They were placed by BLM. Mr. May recommended their removal as these were under county jurisdiction. He also requested information on the county policy concerning approaches. Kerri Ellis suggested the review of Clark County Comprehensive Plan; Chapter 8 section one page 37 item G. This section addresses work on right of way, entries or approaches and utilities. The Board considered the existing policy including; frequency, pipe placement, diameter and permit requirements. Further review was recommended to determine if current policy still met growing needs. Mr. May requested clarification on current timesheet calculation policies. Timesheets are being turned in without reflecting the entire 40 hour work week. Personnel policy pages 15 and 16 were reviewed and discussion ensued. It was determined the policy should be updated to better reflect current Labor Standards law.

### **COMMUNITY CENTER GRANT**

Ms. Kerri Ellis met with the Board, seeking support to apply for the 2014 Gem Grant, the application is due by February 15, 2014. She was hoping these monies could be used in the development of a commercial kitchen in the community center. Commissioner William Frederiksen moved to sign a letter of support to be sent with the Gem Grant application. Commissioner Tod Shenton seconded. Unanimous.

Commissioner Greg Shenton was excused.

### **COLLEGE RESIDENCY APPLICATIONS**

Commissioner Tod Shenton moved to sign two college residency applications, seconded by Commissioner William Frederiksen. Passed.

### **VALLEY OFFICE SYSTEMS CONTRACT**

Commissioner Tod Shenton moved to sign the Valley Office Systems contract, seconded by Commissioner William Frederiksen. Passed.

  
Velvet Killian, Clerk

  
Gregory Shenton, Chairman