

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

February 10, 2025

The Board met this day, February 10, 2025 in regular session. The meeting was called to order at 9:06 a.m. Those present were Commissioners Greg Shenton, Nick Hillman, and MaCoy Ward, Prosecuting Attorney Janna Birch, and Clerk Stephenie Stewart

**CLAIMS**

01-Current Expense	\$68,411.53
02-Road & Bridge	\$25,270.57
04-Ambulance	\$911.43
06-District Court	\$111.98
07-Fair, County	\$1,063.90
11-Health District	\$125.91
16-Indigent & Charity	\$33.43
19-Community Building & BLM	\$1,037.72
23-Solid Waste	\$420.95
27-Weeds	\$124.03
28-Juvenile Justice	\$4,908.54
30-ARPA	\$2,362.50
35-Planning & Zoning	\$1,527.49
36-911 System	\$651.19
39-Soil Conservation District	\$7,500.00
44-Disaster/Emergency	\$410.60
45-Election Consolidation	\$236.80
50-PILT	\$31,931.31
Total	\$147,039.88

The Board reviewed the claims and demands through February 7, 2025.

Commissioner Hillman made a motion and Commissioner Ward seconded the motion to approve and sign the claims and demands in the amount of \$147,039.88. After a unanimous vote, the motion passed and the claims were approved for processing.

**MINUTES**

The Board reviewed the minutes from the January 13, 2025 and January 21, 2025 regular meetings.

Commissioner Ward made a motion and Commissioner Hillman seconded the motion to approve and sign the Minutes. After a unanimous vote, the motion passed.

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**COMMISSIONER COMMITTEE UPDATES**

Commissioner Shenton did not have any updates to report.

Commissioner Hillman did not have any updates to report.

Commissioner Ward attended a solid waste meeting where the operation plan was discussed and approved.

**ROAD & BRIDGE**

Aaron Swenson with Forsgren came before the Board with updates. Weight limits for A2 were discussed. Bridge updates were provided for the Jacoby and Diversion bridges.

Brock Egan came before the Board along with Jake Irick, Road & Bridge Supervisor. The gate installed across the county right of way located on Roland Road was discussed. The gate will be closed, but not locked, for fall pasture. The Board discussed the gate could not be closed for more than 1 month due to state funding requirements. Mr. Egan agreed the cattle would be grazing every 2 to 3 weeks in the fall. Also discussed was the requirement for approval from the Board prior to the installation of any further gates. A permit would be required and the cost to purchase the gate or a cattle guard will be the responsibility of the individual applying for the permit. Mr. Egan asked about plowing roads when the weather permits. Jake discussed there is a cost associated with paying engineers for the changes and the need to have a plan in place. Jake also discussed the roads can show as seasonal and plowing can be done as long as the weather permits.

Jake discussed with the Board relocating the access road for Road & Bridge. Currently the road is located behind the Road & Bridge building. Jake would like to re-route so the access is no longer behind the building. He will get a quote on how much fencing will cost.

Jake presented the Board with the Snow Removal Policy. After discussion, the policy was tabled until the next meeting.

**CLARK COUNTY SHERIFF'S OFFICE**

Sheriff Mark McClure came before the Board with updates from his office. The side by side grant was tabled until the next meeting.

**EXECUTIVE SESSION**

Commissioner Ward made a motion to enter into Executive Session pursuant to Idaho Code 74-206(1)(f) to consult with legal counsel. After a roll-call vote with an aye from all Commissioners, the session began at 11:15 a.m.

The session adjourned at 11:53 a.m.

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**CLARK COUNTY CONSERVATION DISTRICT**

Andy Wagoner presented the 2024 performance review to the Board. Also discussed was the continued contribution from Clark County in the amount of \$7,500.00.

**Adjourned for lunch at 12:10 p.m.**

**Back in session at 1:02 p.m.**

**ELECTED OFFICIAL / DEPARTMENT HEAD UPDATES**

Commissioner Shenton discussed moving forward with repairing the sheetrock in the ceiling above the Clerk's office as well as installing a service window for the Assessor's office. Commissioner Ward discussed getting a quote for carpet cleaning at the courthouse and annex buildings. Clerk Stewart discussed non-compliance letters being sent for failure to complete the required reporting to the State Controller's Office. The notice of non-compliance will also be published in the Jefferson Star, per statute. The taxing districts affected are the cities of Dubois and Spencer, and the library. Treasurer Lana Schwartz discussed the state wide tax program for the Assessor and Treasure which would not be available for 5 to 7 years. Clerk Stewart discussed the need for more security cameras. She will get a quote and move forward with obtaining approval for grant funds. Bo Billman was named the Weed Superintendent of the Year form the Idaho Association of Noxious Weed Control Superintendents.

**TREASURER OFFICE**

Treasurer Schwartz presented the Board with two tax cancellations.

Parcel # MHD0400015003A in the amount of \$130.64.

**Commissioner Ward made a motion to cancel the tax for the above named parcel in the amount of \$130.64. Commissioner Hillman seconded the motion. After a unanimous vote, the motion passed.**

Parcel # MHD080013026CA Homeowner's Exemption. The exemption application for 2024 was not completed until January 1, 2025.

**Commissioner Ward made a motion to deny the homeowner's exemption tax cancellation due to the application not being filed within the year the cancellation is being requested. Commissioner Hillman seconded the motion. After a unanimous vote, the motion passed and the cancellation was denied.**

**ALTURA/MYERS ANDERSON**

Bids were opened for the EMS building. Further discussion needs to occur and the selection was tabled for a later date.

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**EMERGENCY MANGEMENT**

Sheree Farr, Emergency Manager, provided updates on grants. The Idaho Office of Emergency Management will be holding hazmat training in April.

**CLARK COUNTY CLERK'S OFFICE**

Clerk Stewart discussed the need for records cleanup. Part-time employees will be utilized to complete the project.

**PROSECUTING ATTORNEY**

Prosecutor Janna Birch discussed her increased workload and the need for an assistant to help with administrative work. There are funds available in the budget to use an assistant when needed.

**EXECUTIVE SESSION**

**Commissioner Ward made a motion to enter into Executive Session pursuant to Idaho Code 74-206(1)(f) to consult with legal counsel. After a roll-call vote with an aye from all Commissioners, the session began at 4:08 p.m.**

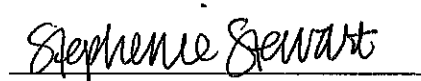
**The session adjourned at 4:29 p.m.**

The personnel policy was discussed. Updates to vacation time will be added. Accrual currently states it begins at 6 months and can be used after 1 year. An addendum will be added to change accrual to begin after 90 days and can be used immediately. Further updates to the personnel policy will occur at a follow-up meeting. A line will also be added that donation of vacation time could potentially be granted with the written permission from the Board.

The meeting adjourned at 5:15 p.m.



Greg Shenton, Chairman



Stephenie Stewart, Clerk