

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 1, 2024

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved the following employee status change forms:

- Chole Mohr, Juvenile Detention Officer
- Delia Hanes, Deputy Prosecuting Attorney II - Criminal Division

Meeting with County Attorneys for a Legal Staff Update and Consider Action Items:

- Open Proposals for Request for Proposals for Employee Benefit Brokerage and Consulting Service

CONSIDER RESOLUTION APPOINTING BRUCE MILLS TO THE SOLID WASTE ADVISORY COMMITTEE

The Board met today at 10:34 a.m. to consider a resolution appointing Bruce Mills to the Solid Waste Advisory Committee. Present were: Commissioners Leslie Van Beek and Zach Brooks, COO Greg Rast, Solid Waste Director David Loper, Bruce Mills from the City of Caldwell, and Deputy Clerk Monica Reeves. Director Loper said the City of Caldwell represents one of the seats on the committee and prior to today Ashley Newbry was that representative; however, the Public Works Director for the City of Caldwell has asked Bruce Mills to sit on the committee. Mr. Mills serves as the Deputy Public Works Director for Transportation and he spoke of his work experience and interest in serving on the committee. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to sign the resolution appointing Bruce Mills to the Solid Waste Advisory Committee. The appointment is through September 30, 2026. (Resolution No. 24-147.) The meeting concluded at 10:38 a.m. An audio recording is on file in the Commissioners' Office.

Meeting to consider matters related to Indigent Services

ACTION ITEM: CONSIDER A RESOLUTION GRANTING A NEW ALCOHOLIC BEVERAGE LICENSE TO BEC 120 LLC DBA BELLE EVENT CENTER

The Board met today at 11:31 a.m. to consider a resolution granting a new alcoholic beverage license to BEC 120, LLC dba Belle Event Center. Present were: Commissioners Leslie Van Beek

and Zach Brooks, and Deputy Clerk Monica Reeves. After reviewing the application and related paperwork, Commissioner Brooks made a motion to sign the resolution granting a new alcoholic beverage license to BEC 120, LLC dba Belle Event Center. The motion was seconded by Commissioner Van Beek and carried unanimously. (Resolution No. 24-148.) The meeting concluded at 11:32 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION PURSUANT TO IDAHO CODE, SECTION 74-206 (1)(E) TO CONSIDER PRELIMINARY NEGOTIATIONS INVOLVING MATTERS OF TRADE OR COMMERCE IN WHICH THE GOVERNING BODY IS IN COMPETITION WITH GOVERNING BODIES IN OTHER STATES OR NATIONS

Commissioner Brooks made a motion to go into Executive Session at 1:38 p.m. pursuant to Idaho Code, Section 74-206(1) (e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations. The motion was seconded by Commissioner Van Beek. A roll call vote was taken on the motion with Commissioners Holton, Van Beek, and Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Laura Keys, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Certified Property Appraiser Supervisor Holly Hopkins, Caldwell Economic Development Director Steven Jenkins, and representatives from Project Lifestyle and Project Ag-Tech. The project representatives left at 2:24 p.m. The Executive Session concluded at 2:46 p.m. with no decision being called for in open session.

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 3, 2024

APPROVED CLAIMS

- The Board has approved claim 608125 ADV in the amount of \$26,561.45

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Gartner, Inc., in the amount of \$5,650.00 for the Information Technology Department (PO #6061)
- Mountainland Supply Company in the amount of \$7,374.55 for the Facilities Department (PO #6019)

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for:

- County Line Wine Company to be used 8/31/24

Executive Session to discuss personnel matter and records exempt from public disclosure pursuant to Idaho Code, Section 74-206(1)(b) and(d)

Development Services Department Workshop on Priorities and Efforts

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 5, 2024

APPROVED CLAIMS

- The Board has approved claims 608126 to 608165 in the amount of \$134,966.88
- The Board has approved claims 608207 to 608246 in the amount of \$141,954.47
- The Board has approved claims 608247 to 608287 in the amount of \$30,319.50
- The Board has approved claims 608288 to 608315 in the amount of \$29,196.00

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved an employee status change form for:

- Ryan Shores, Deputy Prosecuting Attorney II – Criminal

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Apex Integrated Security Solutions in the amount of \$51,653.55 for the Facilities department (PO #6020)

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 6, 2024

APPROVED CLAIMS

- The Board has approved claims 608166 to 608206 in the amount of \$289,162.68
- The Board has approved claims 608362 to 608392 in the amount of \$35,063.81
- The Board has approved claims 608393 to 608424 in the amount of \$252,555.49

APPROVED AUGUST 9, 2024 PAYROLL

- The Board approved the August 9, 2024 payroll in the amount of \$2,336,143.92

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved an employee status change form for:

- Christine Smith, GIS Analyst

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- The Wrap in the amount of \$6468.48 for the Sheriff's Office (PO #6067)
- Oregon Rifle Works in the amount of \$68,462 for the Sheriff's Office (PO #6068)
- Federated Ordnance, LLC in the amount of \$11991.90 for the Sheriff's Office (PO #6069)
- Core & Main in the amount of \$32,282.80 for the Landfill department (PO #5992)

MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AN CONSIDER ACTION ITEM

The Board met today at 9:35 a.m. with county attorneys for a legal staff update and to consider an action item. Present were: Commissioners Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae, Director of Parks Nicki Schwend (left at 9:42 a.m.), Historic Preservation Officer Chelsea Boehm (left at 9:42 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action item was considered as follows:

Consider signing notice of award – consultant for Snake River Canyon Preservation Assessment:

Three proposals were received and following interviews, Historical Research Associates, Inc best meets the needs of the county for this project. Director Schwend spoke about the project and how it was determined that Historical Research Associates was the best fit. The notice of award will be signed by the Board today and the contract will be added to the Board's agenda for consideration at a later date. Commissioner Holton made a motion to sign the notice of award noting that Commissioner Van Beek will sign later today. The motion was seconded by Commissioner Brooks and carried unanimously.

A request was made to go into Executive Session as follows:

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Brooks made a motion to go into Executive Session at 9:43 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f) regarding records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Holton. Commissioner Holton took a roll call vote where he along with Commissioner Brooks voted in favor of the motion to enter into Executive Session. The motion

carried unanimously. Present were: Commissioners Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae and COO Greg Rast. The Executive Session concluded at 9:56 a.m. with no decision being called for in open session.

Commissioner Brooks motioned to adjourn the meeting at 9:56 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

EXECUTIVE SESSION – ACQUISITION OF AN INTEREST IN REAL PROPERTY, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Van Beek made a motion to go into Executive Session at 2:04 p.m. pursuant to Idaho Code, Section 74-206(1) (c), (d) and (f) regarding an acquisition of an interest in real property, records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks. Commissioner Holton took a roll call vote where he along with Commissioners Van Beek and Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Clerk Rick Hogaboam, Controller Kyle Wilmot, Deputy P.A. Zach Wesley, COO Greg Rast and Realtor Norm Brown. The Executive Session concluded at 2:31 p.m. with no decision being called for in open session.

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 7, 2024

APPROVED CLAIMS

The Board has approved claims 608425 to 608455 in the amount of \$12,311.11

The Board has approved claims 608536 to 608557 in the amount of \$65,160.77

The Board has approved claims 608317 to 608361 in the amount of \$360,330.56* *Also approved on 8/12/24 for a different amount.*

The Board has approved claims 608456 to 608488 in the amount of \$121,045.71

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Drone Nerds in the amount of \$25,468.00 for the Sheriff's Office (PO #6070)
- UPLIFT Desk in the amount of \$8,284.00 for the Facilities department (PO #6022)

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- Rich Soto, HR Investigator – Removal of Lead Pay

Continued meeting to receive Clerk's FY2025 Suggested Budget

* Meeting continued from 8/5/24 at 10:00 a.m. *

Meeting with Board of Commissioners and Clerk regarding FY2025 Budget

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 8, 2024

APPROVED CLAIMS

The Board has approved claims 606489 to 606535 in the amount of \$162,714.45

The Board has approved claims 608559 to 608560 in the amount of \$17,893.39

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Dell in the amount of \$12,970.74 for the Information Technology Department (PO #6062)
- R&H Wholesale Supply in the amount of \$7,133.04 for the Facilities Department (PO #6029)

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- Joshua Hunsucker - Deputy Sheriff, Inmate Control
- Gabriel Huerta, Deputy Sheriff, Criminal Investigations
- Rodney Steinmetz, Deputy Sheriff, Courts and Transports

MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER AN ACTION ITEM

The Board met today at 9:33 a.m. with county attorneys for a legal staff update and to consider an action item. Present were: Commissioners Leslie Van Beek and Brad Holton, Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae, Parks Director Nicki Schwend (left at 9:39 a.m.), Facilities Director Rick Britton (left at 9:39 a.m.), Sr. System Analyst Steve Onofrei (left at 9:53 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross.

The action item was considered as follows:

Consider Contract for the 2024 Celebration Park Boardwalk and Decking Project: Veritas Facility Services and Construction was the lowest bidder and met the qualifications, however, all bids came in higher than expected. This project will be rolled to FY25 and will commence after 10/1/24; the contractor is aware of the change. Director Britton doesn't anticipate weather being an issue and anticipates completion in 6-8 weeks. The contract has been reviewed by the PA's office. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the contract for the 2024 Celebration Park Boardwalk and Decking project (agreement no. 24-076).

Discussion ensued regarding newspaper publication timeline statutes of the tentative budget. Mr. Wesley said he would review an internal budget process memo within his office for additional clarification. The Board directed him to email the Board and Mr. Onofrei with any additional information.

A request was made to go into Executive Session as follows:

EXECUTIVE SESSION – PERSONNEL MATTERS, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Van Beek made a motion to go into Executive Session at 9:54 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (d) and (f) regarding personnel matters, records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Holton. Commissioner Holton took a roll call vote where he along with Commissioner Van Beek voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae, COO Greg Rast. The Executive Session concluded at 10:09 a.m. with no decision being called for in open session.

Commissioner Van Beek moved to adjourn the meeting at 10:09 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

OPENING OF SEALED BIDS RECEIVED FOR THE SURPLUS PROPERTY AUCTION OF PIN 34980000 0, 0 POND LANE, CALDWELL, IDAHO

The Board met today at 1:34 p.m. to open sealed bids received for the surplus property auction of PIN 34980000 0, 0 Pond Lane, Caldwell, Idaho. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Zach Wesley, Norm Brown, other interested citizens, and Deputy Clerk Monica Reeves. The sealed envelopes were opened as follows:

- H & B Crushing submitted a cashier's check in the amount of \$2,000.01. It was noted that a bid amount was not included in the sealed envelope which was received on July 31, 2024 at 1:45 p.m.
- Tiger Investments, LLC, submitted a cashier's check in the amount of \$1,200 along with a purchase and sale agreement and receipt of earnest money noting an amount of \$12,000 (\$1,200 earnest money and \$10,800 purchase price balance). The bid was received on August 8, 2024 at 10:13 a.m.

Deputy PA Zach Wesley reviewed the submissions and said the Board should take the matter under advisement and not make an award immediately so we can see if we are missing something. He will reach out to the designee of H & B Crushing for confirmation. Commissioner Holton made a motion to continue this matter to August 13, 2024 at 9:30 a.m. The motion was seconded by Commissioner Brooks and carried unanimously. Deputy PA Wesley spoke with representatives of H & B Crushing who were in the audience and asked them to send an email to the Board of Commissioners that confirms their bid is \$20,000.

Commissioner Holton requested legal counsel and an Executive Session was held as follows:

EXECUTIVE SESSION – REGARDING ACQUISITION OF AN INTEREST IN REAL PROPERTY; RECORDS EXEMPT FROM PUBLIC DISCLOSURE; COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Van Beek made a motion to go into Executive Session at 1:39 p.m. pursuant to Idaho Code, Section 74-206(1)(c), (d), and (f) regarding acquisition of an interest in real property; records that are exempt from public disclosure; and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion with Commissioners Holton, Van Beek, and Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Zach Wesley, and Norm Brown. The Executive Session concluded at 2:07 p.m. with no decision being called for in open session.

An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

MEETING TO CONSIDER MATTERS RELATED TO INDIGENT SERVICES

The Board met today at 2:08 p.m. to consider matters related to Indigent Services. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Indigent Services Director Yvonne Baker, Case Manager Kellie George, Controller Kyle Wilmot, and Deputy Clerk Monica Reeves. The matters were considered as follows:

- Case No. 2024-33 - Indigent Services did an investigation in regards to eligibility and the case meets all eligibility for the County to pay for cremation. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek the Board voted unanimously to approve Case No. 2024-33 as presented.
- Case No. 2010-1009 – This case was brought before the Board last week for a request for a reduction in the lien amount. The applicant was purchasing a home and Indigent Services has since learned the entire amount of \$54,558.85 will be paid through the purchase of the home. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously release the lien contingent upon the closing of in the amount of \$54,558.85 on Case No. 2010-1009 as presented.

The meeting concluded at 2:11 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER ACTION ITEMS: RESOLUTION AUTHORIZING EXPENDITURE OF AMERICAN RESCUE PLAN ACT FUNDS; AND PURCHASE AND SALE AGREEMENT FOR PARCELS R01596, R01596010, R01596011, AND R01596012 COMMONLY KNOWN AS 1419 E CHICAGO, 1423 E CHICAGO AND 1422 E DENVER STREET IN CALDWELL

The Board met today at 2:32 p.m. to consider a resolution authorizing expenditure of American Rescue Plan Act (ARPA) funds; and to consider entering into a purchase and sale agreement for parcels R01596, R01596010, R01596011, and R01596012 commonly known as 1419 E Chicago, 1423 E Chicago and 1422 E Denver Street, Caldwell Idaho. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Zach Wesley, Controller Kyle Wilmot, Solid Waste Director David Loper, COO Greg Rast, Norm Brown, and Deputy Clerk Monica Reeves. The items were considered as follows:

Resolution Authorizing Expenditure of American Rescue Plan Act Funds: Commissioner Holton said this is about the expenditure of \$1,705,000 of ARPA funds to purchase a property known as the Poly Farm which is comprised of four lots and will be sold as one sale. Commissioner Van Beek said the Board allocated in the FY2024 budget certain expenses to be paid out of that fund which is the basis of the argument now that they are receipted in as revenue into current expense, revenue replacement. This is a good move and represents long-range planning and will be beneficial for a number of offices and departments and has a potential to generate revenue for the County. Deputy PA Wesley said the resolution came out of conversations with the Clerk and

Controller about the potential for the purchase and how we would pay for it and where the funds would come from because we didn't have a specific budget line for this in FY2024. A variety of potential funding mechanisms were discussed and in reviewing the FY2024 budget it's clear that the Board did not specifically allocate those funds to particular projects. The 2024 budget includes ARPA funds for other expenses at \$38,106,840. It's not a specific allocation of those funds to projects, but it is very clear that the Board intended those funds to be spent on available County needs within the ARPA funds guidelines. The resolution makes clear that those funds are available; some are spent but a lot of them have not and remain in the budget under the general ARPA other expenses budget line. Miscellaneous property expenses was budgeted at \$1M and this resolution makes clear that the Board will designate another \$1.7M into that general miscellaneous property expenses fund. They do not need to come from a specific project line on those other ones because they are hypothetical and a majority of those funds are not committed yet to any particular project or contract and will likely not be this fiscal year. Commissioner Holton said a commercial property appraisal was done which shows the property has a value of \$1,705,000, which is the amount of the County's offer. The advertised sale amount of the parcels was \$1,795,000. Commissioner Brooks said the property is immediately adjacent to property we already own and we will be able to move in and use it to help offset some of the costs to taxpayers from the Fleet Department outfitting other jurisdictions' vehicles. Commissioner Van Beek said with the space constraints the County is continually looking for places. She then made a motion to sign the resolution designating American Rescue Plan Act funds for permitted expenditures, specifically for the acquisition of this capital investment in the amount of \$1,705,000 as presented in the resolution. The motion was seconded by Commissioner Brooks and carried unanimously. (Resolution 24-150.)

Consider entering into a purchase and sale agreement for parcels R01596, R01596010, R01596011, and R01596012 commonly known as 1419 E. Chicago, 1423 E. Chicago and 1422 E. Denver Street, Caldwell, Idaho: Deputy PA Wesley said there is material agreement on the major terms of the purchase and there are ongoing conversations regarding the continued occupancy and use of the property until the current owner is ready to vacate. The seller's initial offer included a lease and there was a counter offer with different terms for the continued occupancy and so the agreement isn't ready today but he expects it will be soon. Commissioner Holton said the seller would like the opportunity to have occupancy until May 15th and there are some variances and nuances and he is agreeable to the aggregate amount of the agreement but he wants it contingent upon review by Deputy PA Wesley in a way that is transparent and protects the County. Commissioner Van Beek and Brooks agree. Upon the motion of Commissioner Holton and the second by Commissioner Van Beek, the Board voted unanimously to approve the agreement contingent upon Deputy PA coming back with a final document that has been reviewed by the seller's attorney. The agreement will be placed on the Board's agenda at a later date. The meeting concluded at 2:45 p.m. An audio recording is on file in the Commissioners' Office.

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 9, 2024

No meetings scheduled this day

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 12, 2024

APPROVED CLAIMS

The Board has approved claims 608317 to 608361 in the amount of \$359,580.58* *Also approved on 8/7/24 for a different amount.*

The Board has approved claims 608561 to 608574 in the amount of \$14,864.00

The Board has approved the July Jury claim in the amount of \$5,566.28

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 13, 2024

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Dell in the amount of \$8,354.40 for the Information Technology Department (PO #6063)

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved the following employee status change form:

- Jacob King, Assessor's Reappraisal Dept., GIS/Land Records Supervisor

MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

The Board met today at 9:31 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Deputy P.A. Oscar Klaas, Lt. Martin Flores (left at 9:36 a.m.), EOM Christine Wendelsdorf (left at 9:33 a.m.), Deputy Treasurer Tonya May, Chief Deputy Treasurer Jennifer Watters, COO Greg Rast, Assessor Brian Stender (arrived at 9:36 a.m.), Realtor Norm Brown, Representatives from H&B Crushing and Deputy Clerk Jenen Ross.

The action items were considered as follows:

Consider Supplemental Services Addendum with Forensic Logic, LLC: This is standard agreement that is entered into annually which allows for the sharing of information between agencies. The only change this year is the cost which is paid thru the SHSP grant managed by Ms. Wendelsdorf. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to approve the supplemental services addendum with Forensic Logic, LLC (agreement no. 24-077).

Consider a Resolution Approving Award of Badge and Duty Weapon: Deputy Bryce Smith has served with the Sheriff's Office for nearly 27 years and has recently decided to retire. Sheriff Donahue has written a letter requesting Deputy Smith's badge and duty weapon be awarded to him. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution approving award of badge and duty weapon to Deputy Bryce Smith (resolution no 24-151).

A request was made to go into Executive Session as follows:

EXECUTIVE SESSION – ACQUISITION OF AN INTEREST IN REAL PROPERTY, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Van Beek made a motion to go into Executive Session at 9:36 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (d) and (f) regarding acquisition of an interest in real property, records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks. Commissioner Holton took a roll call vote where he along with Commissioners Van Beek and Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Oscar Klaas, COO Greg Rast and Realtor Norm Brown (left at 9:46 a.m.). The Executive Session concluded at 9:52 a.m. with no decision being called for in open session.

Continuation: Opening of Sealed Bids received for the Surplus Property Auction of PIN 34980000 0, 0 Pond Lane, Caldwell, Idaho: Zach Wesley explained that two bids were received for this property, neither of which were in strict conformance with the notice. Bids were required to be in writing, in a sealed envelope, include a check for 10% of the bid amount and to be received timely.

The bid received from H&B Crushing included a short memo, the 10 % deposit and was received on time. The deficiency is that it did not specify the bid amount. At the time bids were opened, representatives for HB Crushing were in the audience and able to confirm the bid amount of \$ 20,001 which was also followed-up with an email confirming the same.

The bid received from Tiger Investments LLC was received timely, included a \$12,000 bid amount and a check for the 10%. The deficiency is that a purchase and sale agreement was included that does not conform to the terms set out by the county. As this is a tax deed property any interest the

county has will be transferred by quitclaim deed. The bid submitted required the sale go through a title company for closing and other terms such as transferring of water rights and mineral rights which are both unknown to the county.

In Mr. Wesley's opinion this puts both offers not in conformance so the options for the Board would be to treat both fairly and accept both with deficiencies and make award to the high bidder or decline both offers and start the process again or some other mechanism for getting rid of this surplus property. This property has been offered for auction previously so the county is technically free of any requirements to go through the auction period.

The Board is supportive of accepting both bids with deficiencies and taking the highest bid which was received from H&B Crushing. Commissioner Van Beek moved to award the surplus property of PIN 34980000 0, 0 Pond Lane, Caldwell to H&B Crushing with a bid amount of \$20,001 with the documentation as-is. The motion was seconded by Commissioner Brooks and carried unanimously. Mr. Wesley said the next step will be for H&B Crushing to tender the full purchase price and then the quitclaim deed can be issued.

Resolution Approving an Alcoholic Beverage Transfer License for JX Sushi, LLC dba Momiji Sushi and Steak Bistro: Commissioner Brooks stated that he has reviewed the application and everything seems to be in order, he then made a motion to approve the alcoholic beverage transfer license for JX Sushi, LLC dba Momiji Sushi and Steak Bistro. The motion was seconded by Commissioner Van Beek and carried unanimously (resolution no. 24-152).

The meeting concluded at 10:00 a.m. and an audio recording is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER CANCELLATION OF PROPERTY TAXES FOR NEW LIFE CELEBRATION CHURCH OF GOD

The Board met today at 10:33 a.m. to consider the cancellation of property taxes for the New Life Celebration Church of God. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Assessor Brian Stender, Chief Deputy Treasurer Jennifer Watters, Assessor's Office Manager Jennifer Loutzenhiser, Deputy Treasurer Tonya May, Deputy PA Zach Wesley, Charlotte Fields, Dionne Clagg, and Deputy Clerk Monica Reeves. Commissioner Holton requested an Executive Session which was held as follows:

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE; COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION; AND COMMUNICATE WITH THE COUNTY'S RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

Commissioner Van Beek made a motion to go into Executive Session at 10:34 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) to discuss records exempt from public disclosure, to communicate with legal counsel regarding pending/imminently likely litigation, and to communicate with the County's risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Brooks. A

roll call vote was taken on the motion with Commissioners Holton, Van Beek, and Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Assessor Brian Stender, Chief Deputy Treasurer Jennifer Watters, Assessor's Office Manager Jennifer Loutzenhiser, Deputy Treasurer Tonya May, and Deputy PA Zach Wesley. The Executive Session concluded at 10:50 a.m. with no decision being called for in open session.

Commissioner Holton said the Board has reviewed the application for cancellation, but the taxes for 2024 have not been completed yet so he proposed that an estimate of both properties would be around \$5,100. He suggested a cancellation of a value not to exceed \$5,200. Commissioner Brooks is in favor of the cancellation. Upon the motion of Commissioner Holton and the second by Commissioner Brooks, the Board voted unanimously to approve a cancellation up to \$5,200 for this tax year. The cancellation is for Account Nos. 04774-000, and 04778-000. The meeting concluded at 10:54 a.m. An audio recording is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER RESOLUTION ISSUING A REFUND TO STEVE LAW, CASE NO. SD2022-0019

The Board met today at 11:01 a.m. to consider a resolution issuing a refund to Steve Law, Case No. SD2022-0019. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, DSD Director Sabrina Minshall, DSD Office Manager Jennifer Almeida, and Deputy Clerk Monica Reeves. DSD Office Manager Almeida gave a background on the refund request. The applicant applied for a preliminary plat along with a comprehensive plan map amendment and a rezone in 2022. The comprehensive plan map amendment and rezone went through the public hearing process and was ultimately denied by the Board and therefore the preliminary plat was not able to move forward. The applicant requested a refund of the unused preliminary plat fees. Staff reviewed the work completed on the project and recommends a refund in the amount of \$593.75. (Supporting documentation is on file with this day's minutes.) Director Minshall gave a review of her communication with the applicant throughout the process. The applicant believes he should receive a full refund for all of the applications that were submitted, not just for the preliminary plat. She said this is why the department changed the processes because if they had not done the engineering upfront the applicant would have had a full refund on the preliminary plat. In addition, there was time spent on the plat that didn't need to be spent until they ensured the entitlements were in place. In the future Director Minshall is recommending to applicants they not submit their preliminary plat until they have gone through the process. Commissioner Van Beek said the Board appreciates Director Minshall trying to set a vision for Canyon County for the future that will benefit everyone and doesn't operate on historic practices that are not in the best of the County. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to issue a partial refund in the amount of \$593.75 because of the detail work that's been done to identify the costs incurred by the County. (Resolution No. 24-153.) Commissioner Holton said in his opinion it's ludicrous the applicant thinks he can apply for a refund for all of it. He spoke of the change in DSD to separate the comingling of applications and is

distressed that previous administrations have allowed it. Director Minshall said it can be discussed further when they have their ongoing meetings but once we stabilize the comprehensive plan, next year or the year after, we all need to do a better job reaching out to real estate organizations and title companies. The meeting concluded at 11:15 a.m. An audio recording is on file in the Commissioners' Office.

MEETING TO CONSIDER MATTERS RELATED TO INDIGENT SERVICES

The Board met today at 11:16 a.m. to consider matters related to indigent services. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Indigent Services Case Manager Kellie George, and Deputy Clerk Monica Reeves. Case Manager George gave a summary of Case No. 2024-34, which is a cremation application submitted by a funeral home. The Indigent Services Department has done a review and found that the person had assets of value, and noted that the County has a public administration process that could be used in this case. Commissioner Van Beek said it appears there are sufficient funds to pay for the cremation and she believes it should go to the Treasurer's Office to institute the public administration process. Commissioner Brooks agrees. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to deny the request for funds to pay for the cremation for Case No. 2024-34 given that the County is not the payer of last resort and because there are sufficient assets to cover the cost. The meeting concluded at 11:23 a.m. An audio recording is on file in the Commissioners' Office.

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 14, 2024

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Melody A. McCombs, DPA I – Criminal (conditional)
- Anja Hansch, Drug Testing Technician
- Jan Julian, Deputy Treasurer

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Hart Intercivic in the amount of \$216,764.00 for the Elections office (PO #6077)
- WBS in the amount of \$20,272.16 for the Facilities department (PO #6023)

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for the following:

- The Curb Bar & Grill to be used 9/14/24 for the Davis wedding reception
- Swirl Wine Shop and Lounge LLC to be used 8/17/24 for the Shumaker wedding
- The Swanky Saloon to be used 9/14/24 for the Sanchez wedding
- Capital City Event Center to be used 10/19/24 for the Fetzer wedding
- Capital City Event Center to be used 10/18/24 for the Andresen wedding
- Capital City Event Center to be used 10/5/24 for the Bride wedding
- Capital City Event Center to be used 9/15/24 for the Peterson wedding
- Capital City Event Center to be used 9/8/24 for the Nguyen wedding

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 15, 2024

APPROVED CLAIMS

- The Board has approved claim 608125 in the amount of \$13,000

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Titan HQ in the amount of \$42,066.00 for the Information Technology Department (PO #6064)
- SHI in the amount of \$6,045.00 for the Sheriff's Office (PO #6072)

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Tyler Patrick McFarland, Emergency Communications Officer 1, Dispatch
- Shaya Marguerite Layton, Customer Service Specialist, Booking

DETAILED MINUTES TO FOLLOW

Meeting with County Attorneys for a Legal Staff Update and Consider Action Item:

- Action Item: Consider Notice of Intent to Award Contract for Request for Proposals for Employee Benefit Brokerage and Consulting Services
- Action Item: Consider signing Juvenile Detention Housing Agreement with Washington County RESCHEDULED TO AUG. 20, 2024

Action Item: Consider Approving FY2025 Tentative Budget for Publication

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 16, 2024

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 19, 2024

No meetings were held this day.

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Idaho Tower Construction in the amount of \$12,010 for the Information Technology department (PO #6065)
- Right Systems, Inc. in the amount of \$5037.03 for the Information Technology department (PO #6066)

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Lost Creek Investments LLC to be used 10/12/24 for the Valentine and Bell wedding
- Lost Creek Investments LLC to be used 9/29/24 for the Evanow and Klahn wedding

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 20, 2024

APPROVED AUGUST 23, 2024 PAYROLL

- The Board approved the August 23, 2024 payroll in the amount of \$2,424,585.73

DETAILED MINUTES TO FOLLOW

Meeting with County Attorneys for a Legal Staff Update

- Action Item: Consider Juvenile Detention Housing Agreements with Owyhee County, Valley County, Washington County, Payette County and Boise County

- Action Item: Consider a Resolution Establishing Fees for Services Provided by Tow Companies Participating in the Tow Rotation List System
- Action Item: Consider a Resolution to Make an Appointment to the West Valley Humane Society Board of Directors
- Action Item: Consider addendum to Service Agreement with Cintas for Facilities Services
- Action Item: Consider Agreement with Kimley-Horn for Architecture/Engineering Services for the George Nourse Gun Range Four-Year Phased Construction Plans Project
- Action Item: Consider Snake River Canyon Preservation Assessment Consultant Services Agreement

DSD General Business

Public Hearing: A request by Greg Payne for a Conditional Rezone from an "A" (Agricultural) Zone and "C-1" (Neighborhood Commercial) Zone to a "CR-C-2" (Conditional Rezone - Service Commercial) Zone, Case No. CR2022-0007

THIS HEARING WILL BE RESCHEDULED TO OCTOBER 2, 2024 AT 1:30 PM

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 21, 2024

APPROVED CLAIMS

- The Board has approved claim 608340 in the amount of \$750.00
- The Board has approved claims 608600 to 608645 in the amount of \$72,213.82
- The Board has approved claims 608687 to 608736 in the amount of \$81,560.08
- The Board has approved claims 608737 to 608776 in the amount of \$72,240.37
- The Board has approved claims 608810 to 608849 in the amount of \$360,662.75
- The Board has approved claims 608850 to 608889 in the amount of \$349,856.41
- The Board has approved claims 608890 to 608936 in the amount of \$75,035.24
- The Board has approved claims 608937 to 608978 in the amount of \$130,786.93
- The Board has approved claims 608979 to 609023 in the amount of \$95,002.52
- The Board has approved claims 609024 to 609034 in the amount of \$8,862.00

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms:

- Sandi Guerra, Temporary Elections Trainer for November election
- Vivian Ferkin, Temporary Election Specialist for November election
- Trina Harrell, Temporary Election Specialist for November election
- Pamala Black, Temporary help for November election
- Aaron Bazzoli, Chief Deputy – Civil (revised start date from 10/1/24 to 9/2/24)
- Velenlorena L. Montana, Drug Testing Technician, new hire

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Sockeye Grill & Brewery to be used on 9/14/24 for a concert
- 4T Sports Bar to be used 8/25/24 for the Tellez Horseracers event
- Tower Grill to be used on 9/28/24 for the Bolinske wedding
- Tower Grill to be used on 9/7/24 for the Corson wedding
- Craft Lounge to be used on 9/28/24 for the Barrell House Dinner
- Craft Lounge to be used on 9/7/24 for the Heffner wedding

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 22, 2024

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Gans & Pugh Associates, Inc. in the amount of \$12,221.00 for the Sheriff's (PO #6075)
- Thermo Scientific Portable Analytical Instruments, Inc. in the amount of \$31,072.01 for the Sheriff's Office (PO #6073)

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Raising Our Bar to be used on 9/6/24 for the Gonzalez wedding
- Raising Our Bar to be used on 9/7/24 to be used for the Ferguson Water Works event
- Raising Our Bar to be used on 9/14/24 for the Israel wedding
- Raising Our Bar to be used on 9/15/24 for the Ernesto wedding
- Raising Our Bar to be used on 9/20/24 for the Olsen wedding
- Raising Our Bar to be used on 9/21/24 for the Kiley wedding
- Raising Our Bar to be used on 9/24/24 for the Meyers wedding
- Raising Our Bar to be used on 9/27/24 for the Giesler wedding
- Liberty Lounge to be used on 9/6/24 for the Sunset Series event
- Liberty Lounge to be used on 9/12/24 for the Idaho Republican Women

- Liberty Lounge to be used on 9/13/24 for the Sunset Series event
- Liberty Lounge to be used on 9/14/24 for the Bassett wedding
- Liberty Lounge to be used on 9/14/24 for Idaho Youth Ranch Barn Party
- Liberty Lounge to be used on 9/20/24 for the Sunset Series event
- Liberty Lounge to be used on 9/26/24 for the Rhoda wedding
- Liberty Lounge to be used on 9/27/24 for the Sunset Series event

DETAILED MINUTES TO FOLLOW

Meeting with County Attorneys for a Legal Staff Update and Consider Action Item:

- Action Item: Consider Addendum No. 2 for Canyon County’s Employee Benefit Brokerage and Consulting Services Request for Proposals

DSD General Business

Action Item: Consider Approving Final Plat for Country Sage Ranches, Case No. SD2021-0051

Executive Session pursuant to Idaho Code, Section 74-206(1)(b), (d), and (f), regarding a Personnel Matter, Records Exempt from Public Disclosure, and to Communicate with Legal Counsel regarding Pending/Imminently Likely Litigation

Agenda Amendment - Action Item: Consider Appointment of a new CIO Director

Agenda was updated at 4:54 p.m. on 8/22/24

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 23, 2024

No meetings were held this day.

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 26, 2024

APPROVED CLAIMS

- The Board has approved claim 609035 in the amount of \$189.05
- The Board has approved claims 608578 to 608598 in the amount of \$68,349.25

- The Board has approved claims 608646 to 608686 in the amount of \$71,181.24
- The Board has approved claims 608777 to 608809 in the amount of \$51,675.36

APPROVED PURCHASE ORDERS

The Board approved the following purchase order:

- Gartner: IT Symposium in the amount of \$5,650.00 for the Information Technology Department (PO #6079)
- Idaho Survey Group in the amount of \$19,950.00 for the Solid Waste Department (PO #5993)

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved the following employee status change forms:

- Joan Silva, Recorder/Passport Specialist
- Bonnie Wood, Temporary Election Specialist
- Krystal Gonzalez, Deputy Sheriff - Inmate Control
- Douglas Ward, Emergency Communications Officer I

DETAILED MINUTES TO FOLLOW:
PUBLIC HEARING AGENDA WORKSHOP

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 27, 2024

DETAILED MINUTES TO COME AT A LATER TIME

Meeting with County Attorneys for a Legal Staff Update

- Action Item: Consider Juvenile Detention Housing Agreement with Ada County
- Action Item: Consider Malheur County Juvenile Detention Housing Agreement
- Action Item: Consider Canyon County Sheriff’s Office Smartphone Application Development Services Agreement with OCV, LLC *this item has been postponed to a later date*
- Action Item: Consider Amendment No. 5 to Agreement for Inmate Health Care Services with VitalCore Health Strategies, LLC

Action Item: Consider Treasurer's Tax Charge Adjustments by PIN July 2024

DSD General Business

Commissioners Attending Canyon County Local Option Registration Fee Discussion

Location: Canyon County Administration Bldg., Public Meeting Room, 111 N. 11th Avenue,
Caldwell Idaho

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 28, 2024

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 29, 2024

APPROVED CLAIMS

- The Board has approved claim 609037 in the amount of \$186,420.06
- The Board has approved claims 609038 to 609042 in the amount of \$465.00

ACTION ITEM: CONSIDER A RESOLUTION OF APPOINTMENT TO THE OFFICE OF THE CANYON COUNTY TREASURER

The Board met today at 11:00 a.m. to consider a resolution of appointment to the Office of the Canyon County Treasurer. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, Deputy PA Zach Wesley, Treasurer Tracie Lloyd, Chief Deputy Treasurer Jennifer Watters, Commercial Property Appraiser Supervisor Greg Himes, Assessor Brian Stender, DSD Director Sabrina Minshall, DSD Planning Supervisor Carl Anderson, DSD Office Manager Jennifer Almeida, Accounting Supervisor Sarah Winslow, Controller Kyle Wilmott, Ken Watters, other interested citizens, and Deputy Clerk Monica Reeves. On August 28, 2024 the Board interviewed two candidates in Executive Session and today they will deliberate and make a choice between Carol Mitchell and Jennifer Watters. Commissioner Brooks said both candidates interviewed well and have decades of experience but he cannot get beyond the 27 years of experience Jennifer Watters has working in the Canyon County Treasurer’s Office having been a deputy treasurer and chief deputy treasurer. Commissioner Van Beek said both candidates have been involved in financial transactions for a number of years and both are very qualified but she supports the Republican Central Committee’s recommendation of Jennifer Watters, who has been mentored by Treasurer Tracie Lloyd. Commissioner Brooks made a motion to approve the resolution appointing Jennifer Watters to the Office of the Canyon County Treasurer to be elected in a forthcoming election. The motion was seconded by Commissioner Van Beek. Commissioner Holton said we are fortunate to have two good candidates to choose from. The motion carried

unanimously. The meeting concluded at 11:08 a.m. An audio recording is on file in the Commissioners' Office.

AUGUST 2024 TERM
CALDWELL, IDAHO AUGUST 30, 2024

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Mideo Systems, Inc., in the amount of \$74,998.56 for the Sheriff's Office (PO #6076)

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved the following employee status change forms:

- Scott Wells, Detention Officer - Moving from fulltime to part-time on-call
- Greg Rast, Chief Operating Officer - Addition of Specialty Pay (Interim CIO, IT Chief Deputy, and Sheriff's 911)

There were no Board of Equalization matters that came before the Board this month.

THE MINUTES OF THE FISCAL TERM OF AUGUST 2024 WERE READ AND APPROVED AND FOUND TO BE A PROPER RECORD OF THE PROCEEDINGS OF THE BOARD OF CANYON COUNTY COMMISSIONERS, CANYON COUNTY IDAHO.

DATED this _____ day of _____, 2024.

CANYON COUNTY BOARD OF COMMISSIONERS

Commissioner Leslie Van Beek

Commissioner Brad Holton

Commissioner Zach Brooks

ATTEST: RICK HOGABOAM, CLERK

By: _____, Deputy Clerk