



BOISE COUNTY BOARD OF COMMISSIONERS  
TUESDAY, JANUARY 5<sup>TH</sup>, 2016  
BOISE COUNTY COMMISSIONER'S ROOM  
**OFFICIAL MEETING MINUTES**

**IN ATTENDANCE:** Chairman Ward, Commissioner Jackson, Commissioner Baker, Clerk Prisco, Deputy Clerk Coffelt, EMS Coordinator Roberts, Assessor Juszczak, Sheriff Roeber, Treasurer Hutchings.

Chairman Ward called the meeting to order and the pledge of allegiance was recited.

**AMENDMENTS TO THE AGENDA:** None.

**CONSTITUENT INPUT:** None.

**MINUTES:** Commissioner Baker MOTIONED to approve the minutes for December 29<sup>th</sup>, 2015 as presented. Chairman Ward SECONDED; All Ayes.

**DEPARTMENTAL ISSUES:** EMS Coordinator John Roberts presented his schedule to the Board for review. Discussion ensued. Treasurer Hutchings gave an update on the position available in her department. Clerk Prisco presented a payroll addition for the Court Clerk position. Discussion ensued. Commissioner Baker requested additional information on the payroll addition before making a decision. Commissioner Baker MOTIONED to approve the payroll addition for Nicole Albany, \$27,500 annual, full time regular employee, for the Court. Commissioner Jackson SECONDED; All Ayes. A payroll addition was presented by EBCAD for the Logistics Officer position. Discussion ensued. Assessor Juszczak gave an update on the progress of the computers and system issues.

**CONTRACTS/AGREEMENTS/GRANTS:** The Gem Grant was presented and discussed, documentation arrived that confirms and completes the grant. Chairman Ward MOTIONED to approve, and sign the Gem Grant Application for \$20,000, in association with Two Forks Recreational Water and Sewer District. Commissioner Baker SECONDED; All Ayes.

**DEMAND WARRANTS:** None.

**SECURITY DISCUSSION:** Sheriff Roeber shared additional information that he has obtained on purchasing a security system for some of the County Buildings. Discussion ensued. Chairman Ward MOTIONED to approve the controlled doors for the Miners' Exchange Building, Planning & Zoning Building, and the Horseshoe Bend Annex Building, under the General Fund number 1, to be installed, not to exceed \$10,000. Commissioner Jackson SECONDED. All Ayes. Chairman Ward MOTIONED to approve two control doors for the Coroner's office, out of the Justice fund number 3, not to exceed \$3,500. Commissioner Baker SECONDED; All Ayes. Chairman Ward MOTIONED to approve four control doors for the Court House, from the court facilities fund number 5, not to exceed \$7,500. Commissioner Jackson SECONDED; All Ayes.

**IT SUPPORT POSITION:** A draft of a job advertisement was presented to the Board as well as the Department Heads and Elected Officials. Discussion ensued.

**ADOPTION OF CASH HANDLING PROCEDURES:** A discussion ensued about changes that are yet to be made to the procedures. They are to be presented at next week's meeting for adoption per resolution.

**P&Z BUILDING PERMITS:** Ms. Canody discussed with the Board, Planning & Zoning procedures, particularly the Building Permits and Fees. The procedures need to be amended and updated. Discussion ensued.

**EBCAD/PA ISSUES:** Chairman Ward recessed as the Boise County Board of Commissioners and convened as the East Boise County Ambulance District Governing Board. Chairman Ward MOTIONED to move into executive session per I.C. 74-206(1)(b), personnel. Commissioner Jackson SECONDED; Chairman Ward-Aye; Commissioner Jackson-Aye; Commissioner Baker-Aye. Motions passed unanimously. Coming out of executive session per I.C. 74-206(1)(b), personnel, Chairman Ward MOTIONED to hire Gaitlin Gehrls as the EBCAD Logistics Officer, per request of Director Newland. Commissioner Jackson SECONDED; All Ayes. Chairman Ward recessed as the EBCAD Governing Board and reconvened as the Boise County Board of Commissioners.

**INDIGENT:** Chairman Ward MOTIONED to move into executive session for indigent per I.C. 74-206(1)(d), exempt records. Commissioner Jackson SECONDED. Roll call vote: Chairman Ward; Aye, Commissioner Jackson; Aye, Commissioner Baker; Aye. Motion passed unanimously. Coming out of executive session per I.C. 74-206(1)(d), Chairman Ward MOTIONED to sign the lien on the following case, 15-12-A. Commissioner Baker SECONDED; All Ayes. Chairman Ward MOTIONED to approve the following cases, 15-09-C and 15-12-A. Commissioner Jackson SECONDED; All Ayes.

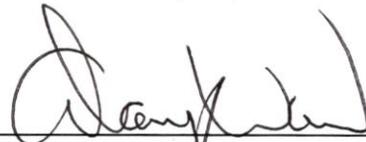
**PA ISSUES:** Chairman Ward MOTIONED to move into executive session per I.C. 74-206(1)(f), pending litigation, and per I.C. 74-206(1)(b), personnel. Commissioner Jackson SECONDED. Roll call vote: Chairman Ward; Aye, Commissioner Jackson; Aye, Commissioner Baker; Aye. Motion passed unanimously. Chairman Ward brought the meeting out of executive session per I.C. 74-206(1)(f) pending litigation and per I.C. 74-206(1)(b) personnel. No action required.

#### **MISCELLANEOUS AND CORRESPONDENCE:**

- A claim on a tax deed sale was presented to the Board. Treasurer Hutchings gave details on this matter. Chairman Ward MOTIONED to return excess funds to Heritage Lands LLC, on parcel number RP07N02E287800 in the amount of \$16,600.17. Commissioner Baker SECONDED; All Ayes.
- Two Certificates of Residency were presented to the Board for approval. Commissioner Baker MOTIONED to approve the Certificate of Residency for Faye L Spence, of Garden Valley, and Jade Warren of Horseshoe Bend. Commissioner Jackson SECONDED; All Ayes.
- Commissioner Discussion/Committee Reports-Commissioner Baker discussed Survey Monkey which would cost \$300 for a year license, it would be very beneficial for the County as well as the public. Discussion of a workshop day ensued. The replacement of the windows in the Horseshoe Bend Annex was discussed.
- Future agenda topics were reviewed and discussed.
- Discussion of job descriptions for each department ensued.

Chairman Ward adjourned the meeting until January 12<sup>th</sup>, 2016.

Approved this 12<sup>th</sup>, day of January 2016



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**ALAN D. WARD** Chairman  
Boise County Board of Commissioners



**ATTEST:**



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MARY T. PRISCO, Clerk to the Board