



December 4 & 5, 2023, Emmett, Idaho

Pursuant to a recess taken on November 28, 2023, the Board of Commissioners of Gem County, Idaho, met in regular session this 4<sup>th</sup> day of December, 2023, at 8:30 a.m.

Present:	Bill Butticci	Chairman
	Kirk Wille	Commissioner
	Mark Rekow	Commissioner
	Laure McCann	Deputy Clerk

Whereupon the following proceedings were had, to-wit:

**December 4, 2023**

**REVIEW AND APPROVAL OF AGENDA:** The Commissioners reviewed the agenda. A motion was made by Commissioner Rekow to approve the agenda for Monday, December 4<sup>th</sup> and Tuesday, December 5<sup>th</sup>, 2023 as presented. It was seconded by Commissioner Wille and carried unanimously.

**PROSECUTING ATTORNEY MATTERS:** Deputy Prosecutor Tahja Jensen met with the Commissioners to discuss legal matters. Tahja discussed the paperwork that she received for Valor Health regarding the lease/lease-back from the Idaho Hospital Authority. She will put the information on the agenda for discussion next week. (This was retracted later in the day when Tahja was told the paperwork would not be ready.) She also discussed the proposed Human Resources position and will prepare a Request for Proposal. She discussed the RV park on Highway 52 that is out of service and reminded the Commissioners that code must be amended if we make a change to the facility. Commissioner Butticci stated that they have received complaints about gravel trucks and also landfill fee changes on tax bills that are being looked into. The Commissioners also discussed compression brakes through Letha, signage and how to enforce restrictions.

**CREATION OF A SAFETY COMMITTEE AND AN EMPLOYEE COMPENSATION COMMITTEE DISCUSSION:** Commissioner Butticci discussed creating three different committees; safety, hiring and matrix compensation. Deputy Prosecutor Tahja Jensen discussed the advantages of having a hiring committee set standards for the interview process to ensure compliance with the law and that it would protect the county from a risk management perspective. Tahja stated that there must be a policy in place that guides

all departments through hiring and the matrix. Commissioners will address the new Human Resources position before the Matrix committee is formed. The Commissioners will invite department heads/employees to serve on the Safety Committee. Clerk Shelly Tilton suggested that guidelines and expectations be created for the safety committee so that people will know the time and responsibility commitment. Commissioner Butticci said the Commissioners would send the invite out and then work on the guidelines. Tahja stated that committees must be created by resolution. In a related matter, Commissioner Butticci asked to have an ADA review during the department head meeting in January.

**CONSENT AGENDA:** A. Certificate of Residency for Junior College Tuition for Cade Peterson, Keathan Carpenter and Hannah Dunn B. Request for Tax and/or Fee Cancellation for Assessor's Parcel MH06N02W155700 for unknown Owner (Jay Holste) C. Request for Tax and/or Fee Cancellation for Assessor's Parcel RP06N01W182900 for Janice Irving D. Request for Tax and/or Fee Cancellation for Assessor's Parcel RP07N02W357200 for Richard Sheldon E. Request for Tax and/or Fee Cancellation for Assessor's Parcel RP06N02W056740 for William and Emily Bennett F. Request for Tax and/or Fee Cancellation for Assessor's Parcel RP07N03W262045 for Travis and Susty Bryant G. Request for Tax and/or Fee Cancellation for Assessor's Parcel RPC87820020030 for James and Adriana Tamburini H. Noxious Weed Department Request to Surplus 2008 Ford Super Duty F350 VIN1FTWX31588EA62732 for Trade In I. Notice of Appointment for Anthony 'Muggy' Hafen's September 18, 2023 Appointment to serve Gem County as the Veteran Service Officer J. Cherry Heights No.2 Rezone Findings, Conclusions, Conditions and Decision for Reconsideration and Order Repealing and Replacing the Written Findings for Denial on August 28, 2023 K. Request for Tax and/or Fee Cancellation for Various Parcels for Homeowner's Exemptions on some of the 2023 Occupancy Roll Parcels L. Request for Tax and/or fee Cancellation for Assessor's Parcel RPE3230005007A for Ann Williams M. Request for Tax and/or Fee Cancellation for Assessor's Parcel MH11N01E011800 for Jeff Carlock N. Request for Tax and/or Fee Cancellation for Assessor's Parcel MH07N01W311450 for unknown owner (LaFollette) O. Request for Tax and/or Fee Cancellation for Assessor's Parcel RP07N02W199240 for John Brown.

A motion was made by Commissioner Rekow to approve the Consent Agenda for Monday, December 4th, 2023 items A. through O. as presented. It was seconded by Commissioner Wille and carried unanimously.

**REVIEW AND APPROVAL OF MINUTES:** The Commissioners reviewed the minutes. A motion was made by Commissioner Wille to approve the minutes for Monday, November 27<sup>th</sup>, and Tuesday, November 28<sup>th</sup>, 2023 as amended. It was seconded by Commissioner Rekow and carried unanimously.

**PUBLIC WALK-IN:** No members of the public attended public walk-in.

**ROAD DEPARTMENT UPDATE:** Road and Bridge Supervisor Neal Capps gave the Commissioners an update on current road projects. In the month of November, the Road and Bridge crew worked on drainage and culvert repair to get ready for the winter season. Neal reviewed different deadlines for grants and financial reports due in December. Equipment maintenance has been a priority to prepare for winter. The mowing tractor has been taken off of the road due to slick conditions. The water truck is prepared to send to Colorado for the new tank installation. The department will need to purchase 2 to 3 sets of grader tire chains. The sign maintenance in Sweet and other areas has been completed. Other road projects involve shoulder repair, cattle guard replacements, culvert projects, road grading and gravel distribution.

**COUNTY EMPLOYEE YEARS OF SERVICE PLAQUES:** Commissioner Butticci discussed the possibility of giving years of service plaques to employees who have worked for the county for 5 years. The County awards plaques beginning at 10 years. Gift options rather than plaques was discussed and Clerk Shelly Tilton and Deputy Clerk Leandra Rountree discussed the number of employees that have worked for the county for 5 years and the budget if offered a plaque or gift retro-actively or in the future. The Commissioners decided to revisit the issue the next fiscal year. No action was taken at this time.

**OPEN FORUM DATE SETTING FOR 2024:** The Commissioners reviewed the Open Forum Dates for 2024 and settled on dates that had no known conflicts.

A motion was made by Commissioner Wille to set the open forum dates as amended. It was seconded by Commissioner Rekow and carried unanimously.

**EXPENSE CLAIMS APPROVAL:** There were no claims to be approved.

**The Commissioners recessed at 12:30 p.m. for lunch to reconvene at 1:30 p.m.**

**DEVELOPMENT SERVICES HASS MINOR SUBDIVISION:** The Commissioners with Development Services Director Jennifer Kharrrl and Road and Bridge Supervisor Neal Capps reviewed the Hass Minor Subdivision application. The property owners Devon and Melisa Hass have applied for a minor subdivision to create 2 single family lots from approximately 5.45 acres located in the R-3, Rural Residential zone. Both lots will meet the minimum 2-acre lot size. The 2 lots will utilize the same approach as currently used. There are 2 letters of concern. Commissioner Rekow asked about the reports that the water table has dropped significantly. Jennifer said there have been several reports but without well monitoring there is no substantiated proof. The gravel pits are believed to have affected the water table more than residential.

A motion was made by Commissioner Wille to approve the Hass Minor Subdivision Application as presented. It was seconded by Commissioner Rekow and carried unanimously.

**EXECUTIVE SESSION PER IDAHO CODE 74-206(1) (D) TO DISCUSS CRITICAL INFRASTRUCTURE EXEMPT PER IDAHO CODE 74-105(4) (B):**

Commissioner Rekow made a motion to go into Executive Session at 2:06 p.m. under Idaho Code 74-206(1) (d) and 74-105(4) (B) matters exempt from disclosure and related to critical infrastructure. It was seconded by Commissioner Wille and carried unanimously. The roll call vote was taken as follows: Commissioner Rekow, aye, Commissioner Wille, aye, Commissioner Butticci, aye.

Regular session reconvened at 3:10 p.m.

**DECISION ON ACTION PLAN/PURCHASING FOR INFORMATION TECHNOLOGY CRITICAL INFRASTRUCTURE:**

After discussion, no action was taken.

**OCTOBER 2023 CYBER INCIDENT AFTER ACTION REPORT:** Discussion was had during Executive Session.

**ADMINISTRATIVE TIME:** The Commissioners worked on administrative matters.

**The Board recessed at 5:00 p.m. to 8:30 a.m. on December 5<sup>th</sup>, 2023.**

**December 5, 2023**

**ROAD TOUR:** The Commissioners and Road and Bridge Supervisor Neal Capps traveled Gem County to assess road condition and repair.

Commissioner Minutes 12-4 & 5-23

**ADMINISTRATIVE TIME**: The Commissioners worked on administrative matters.

**The Board recessed at 5:00 p.m. to 8:30 a.m. December 11, 2023.**

Approved: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Clerk