



# POWER COUNTY BOARD OF COMMISSIONERS

**Meeting Minutes**  
**Commission Chambers**  
**543 Bannock Ave.**  
**American Falls, ID 83211**  
[www.powercounty.id.us](http://www.powercounty.id.us)

**Monday, March 20, 2023, 9:00 a.m.**

## **I. CALL TO ORDER**

The Board of County Commissioners met in special session Monday, March 20, 2023, and called the meeting to order at the hour of 9:04 am, in the Commission Chambers of the Power County Courthouse.

## **II. COMMISSIONERS/STAFF**

PRESENT:	Commissioner Ron Funk, Chair Commissioner Delane Anderson Commissioner Bill Lasley
ABSENT:	None
STAFF:	Sharee Sprague, Clerk Casey Annen, Deputy Clerk Lissette Aguirre, Deputy Clerk Nate Cuoio, Legal Counsel
OTHER PARTIES PRESENT:	Amelia Cedilla Andi Higgins Britney Herrgesell Chet Taylor Deanna Curry Jeff Rankin Jennifer Thaxton Kasey Kendall Kristi Permann Launa Snow Laura Porath MJ Fisher Paul Laggis Steve Stringham Traci Harbart

## **III. AGENDA**

### **A. NOTICES/REPORTS**

1. **Department Heads & Elected Officials Meeting:** Legal Counsel Nate Cuoio presented the Personnel Draft policy with changes. Juvenile Probation Director Britney Herrgesell suggests the confidentiality portion of the policy needs to be updated and modernized to include the current security system and updated technology. IT Director Steve Stringham states the policy is light on the technology front such as a computer use policy, acceptable use policy and as those change more frequently he will be creating those policies. Chief Deputy Sheriff Kasey Kendall requested legal counsel Nate Cuoio to review the 7K exemption section in Idaho Code to see if that would include detention staff. The Overtime pay exemption currently is for fire protection and EMS but Mr. Kendall would like to know if this applies to the detention staff, as

this would help to prevent the department from exhausting their overtime budget. Commissioner Funk discussed the process and policy of Salary Approval forms and personnel issues. Commissioner Funk informs the department heads they need to be aware the Clerk's office sends emails for payroll and email in regards to processing information for the county and those emails need to be responded to and addressed in a timely manner. Commissioner Funk reports the salary approvals need to be turned in to the Clerk's office for processing by the deadline. Clerk Sprague also reports budget season is here and Clerk Sprague is sending out budget sheets soon everyone needs to be prepared to provide a vision of what their department needs are for the next few years. Clerk Sprague reports she has requested departments to create their mission statements and needs for Fiscal Year 2024. Commissioner Funk advises he would like to see three (3) year budget expectations and needs from each department during the budget season. Commissioner Anderson inquired if anyone had any topics they want included on the agenda for the District 5 Idaho Association of County meeting that will be held on April 20, 2023. Steve Stringham offers opinion that it would be a good idea for Power County to participate in an IT Director User Group for the region or possibly with emergency management. Clerk Sprague reports property tax bills currently on the legislation would be a topic to discuss and find out how counties are going to address those changes to be compliant. Commissioner Funk directs Weeds Supervisor Andi Higgins to get the zoom system set up to use for planning and zoning meetings as the commission has received concerns that it is not available.

2. **U of I Extension Office:** 4H Aid Jennifer Thaxton and Mj Fisher of U of I came before the commission to discuss the job posting to fill the position of Extension Educator for Power County. Mj Fisher provides leadership and support for the UI Extension educators in central district counties. Mr. Fisher reports the program was set up with 80% being extension and outreach, 5% create publications & articles, 15% office management & serving on committees. From the 80% dedicated to Extension & Outreach, 60% was Ag Programming and 30% was 4H. Mr. Fisher and the commission discuss seeing the program focus on horticulture. Mr. Fisher asked if Commissioner Anderson would like to serve on the search committee as he has in the past. Commissioner Anderson stated yes that he enjoyed that process previously. Mr. Fisher reports the hiring process may be extended due to the difficulty in finding qualified candidates.
3. **Mental Health First Aid:** Clerk Sprague reports ISU Continuing Education and Workforce Training (CEWT) is interested in holding an 8-hour training to address Mental Health issues and how to recognize mental health issues with staff and employees. Clerk Sprague reports they can break the training down into two half day classes and can hold it in the commissioner chambers. Clerk Sprague advises there is a maximum limit of 30 people in each class. Commission agrees by consensus to participate. Commission would like to have Elected Officials and Supervisors attend the training. Clerk Sprague will coordinate to receive possible time frames to hold the class that would work for other offices.

## **B. MOTIONS:**

1. **Agenda:** A motion to approve the agenda for Monday, March 20, 2023, was presented by Commissioner Funk with a second by Commissioner Anderson. Following audible call of the Board, motion unanimously carried.
2. **Election Canvass:** Clerk Sprague reports a successful election. Everything went well with 70.55% voting in favor of the School District #381. School District #382 levy passed with a 90% passage rate. Voter turnout was slim for this election collectively only 18% of voters turned out for this election. Following discussion, A motion to accept the Consolidated Election Canvass for School District 381 & 382 as presented by Elected Clerk Sprague was presented by

Commissioner Anderson with a second by Commissioner Funk. Following audible call of the board, motion unanimously carried.

3. **Building & Grounds:** A motion to authorize Clerk Sharee Sprague to contact Nate Cuoio and to create an agreement to allow for the Youth Center to get a recycling bin that they will reimburse the county for was presented by Commissioner Lasley with a second by Commissioner Funk. Following audible call of the board, motion unanimously carried. Commission agreed by consensus to have the various boards of Power County submit their minutes to the Clerk's office to be stored at a central location. Facilities Manager Chet Taylor reports while cleaning the window seals at the Health Department it was determined the window seals are water stained. Mr. Taylor received a request from an employee to have the sealed window replaced with an opening window. Commissioner Anderson directs Mr. Taylor to check back to when the remodel was done as they were to have pop out windows installed. Mr. Taylor reports he made wall repairs in Jv Probation office and would like to allow them to choose a paint color to paint the office. By consensus commission agreed as long as the colors are tasteful. A motion to repaint JV Probation was presented by Commissioner Funk with a second by Commissioner Lasley. Following audible call of the board, motion unanimously carried. Mr. Taylor reports the bricks on the Annex building are separating and falling off. Mr. Taylor has found a company that looked at the building and will get a proposal together. In order to do this the company brings in a structural engineer and upon inspection stated the crack in the concrete coming off the office doors of the Annex was not structural just cosmetic. Their opinion was that 5 feet of brick going up the building needs to come off and work to be done on the wall. Mr. Taylor will bring the complete bid before commissioners once received. The commission directs Steve Stringham of IT to purchase the necessary tester and tools and understands the purchase amount may be over \$350.00.
4. **Board Appointments:** A motion to appoint the following members to the Power County Museum Board for 3-year terms per Idaho Code 31- 4702 with the corresponding term dates was presented by Commissioner Anderson with a second by Commissioner Lasley. Following audible call of the Board, motion unanimously carried and the Power County Museum Board members and terms are as follows;

Staci Miller	2022
Kathy Phelps	2022
Deb Kendell	2023
Terrel Sorenson	2023
Celia Klassen	2023

5. **Approval of Past Meeting Minutes:** A motion to accept minutes as amended for meetings held on January 23, 2023, was presented Commissioner Lasley with a second by Commissioner Funk. Following an audible call of the board, the motion unanimously carried. Chairman Funk authorized use of his electronic signature.

A motion to accept minutes as amended for meetings held on February 27, 2023 was presented by Commissioner Lasley with a second by Commissioner Anderson. Following audible call of the board, motion unanimously carried.

### C. POINTS OF ORDER: NA



### IV. EXECUTIVE SESSION:

1. **Executive Personnel Session I.C. 74-206(1)(a) 10:37 am:** A motion to enter into executive session to consider personnel actions pursuant to Idaho Code 74-206(1)(b) was presented by Commissioner Lasley with a second by Commissioner Funk. Deputy Clerk Casey Annen conducted roll call on the motion;
  - Commissioner Funk, AYE
  - Commissioner Lasley, AYE
  - Commissioner Anderson, AYE
 Following roll call of the Board, motion unanimously carried. Upon conclusion of discussion, Commissioner Funk declared the meeting open at 11:16 am.
2. **Executive Legal Advice Session pursuant to I.C. §74-206(1)(f) 10:00 am:** A motion to enter into executive session pursuant to I.C. §74-206(f), to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated was presented by Commissioner Lasley with a second by Commissioner Funk. Deputy Clerk Casey Annen conducted roll call on the motion;
  - Commissioner Funk, AYE
  - Commissioner Lasley, AYE
  - Commissioner Anderson, AYE
 Following roll call of the Board, motion unanimously carried. Upon conclusion of discussion, Commissioner Funk declared the meeting open at 10:18 am.
3. **Executive Personnel Session I.C. 74-206(1)(b) 1:23 pm:** A motion to enter into executive session to consider personnel actions pursuant to Idaho Code 74-206(1)(b) was presented by Commissioner Funk with a second by Commissioner Lasley. Deputy Clerk Casey Annen conducted roll call on the motion;
  - Commissioner Funk, AYE
  - Commissioner Lasley, AYE
  - Commissioner Anderson, AYE
 Following roll call of the Board, motion unanimously carried. Upon conclusion of discussion, Commissioner Funk declared the meeting open at 1:39 pm.

**V. ASSESSMENTS/CONCLUSIONS:**

1. **Next Meeting:** The next regular session for the board to meet is slated for March 27, 2023
2. **Adjourn:** Having no further business to come before the Board, a motion to adjourn was presented by Commissioner Anderson with a second by Commissioner Lasley. Following audible call of the Board, motion carried and the meeting was adjourned at 1:44 pm.

The foregoing minutes were approved by the Board of County Commissioners during the Regular Board Meeting held May 8, 2023.

ATTEST:  SHAREE SPRAGUE, Clerk	 COMMISSIONER FUNK, Chairman
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