

**OFFICE OF THE BOARD OF COUNTY COMMISSIONERS  
OF BLAINE COUNTY  
SPECIAL BUDGET MEETING OF THE JUNE 2023 SESSION**

**Second Day**

**Wednesday, June 7, 2023**

Pursuant to Statutory Provisions, the Board of Blaine County Commissioners (BCC) met this day at 9:30 a.m. Present were Chair Muffy Davis, Vice-Chair Angenie McCleary, and Commissioner Lindsay Mollineaux; County Clerk / Budget Officer Stephen McDougall Graham; County Administrator Mandy Pomeroy; County Budget and Finance Analyst Ozzie Gripentrog; County Administrative Services Director Kristy Heitzman; Records Management Specialist Deidre Dolce and Recording Secretary Sunny Grant.

Some participants in this meeting were by web conference or teleconference.

Chair Davis called the meeting to order at 9:32 a.m.

**PUBLIC COMMENT:** None.

County Clerk Stephen McDougall Graham said the BCC and Budget Officer were just beginning the budget process, and, at this time, gathering information from County departments.

FY2024 topics of discussion in today's meeting:

- District Court security improvements.
- Research new postage machine for Clerk-Auditor-Recorder.
- Putting upfront costs of software and equipment in IT's budget; and ongoing maintenance costs in department budgets.
- Remind all departments that overtime is paid to 35-hour employees only after they've worked 40 hours in a week.
- Pomeroy said it was surprising how many people visit the Sheriff's website. She said integrating the Sheriff's website into the County's main website was money well spent.
- The Sheriff's budget request includes \$125,000 for three new vehicles, along with up to \$170,000 from its Asset Forfeiture Fund, to stay even with the department's vehicle replacement program. The Sheriff would like to get hybrid vehicles, but it's difficult to get hybrids outfitted with law enforcement equipment.
- County Disaster Services Coordinator Chris Corwin is requesting funding for a LIDAR survey; and is searching for a local partnership.
- Corwin would also like to request funding for disaster preparedness and evacuation software.
- BCC said the Road and Bridge budget should be more realistic. McDougall Graham said the BCC frequently decides to tackle a big project, or Road and Bridge needs some heavy equipment that is funded through the Capital Improvement Fund or Contingency.
- McCleary explained that future potential litigation expenses are unknown, so, when incurred, are paid out of the Contingency part of the General Fund. Contingency is specifically for unanticipated expenses and is estimated each budget.
- The BCC wants to discuss Contingency in more detail. Budget Officer McDougall Graham said he set the ARPA funds budget and Contingency at a high amount to cover Community Services in the event the BCC honored all requested amounts.
- The need for interpreters is going up in all departments, everywhere in the state. Some departments are requesting separate contracts. If an interpreter is not available, the phone language line is used. McDougall Graham encouraged the BCC to look for a better countywide solution.
- Region IV Development can be very helpful in facilitating grants. The BCC removed \$10,000 for grants expense.
- Elections part-time position is necessary to ensure there are two people present in Elections any time ballots are out, starting with early voting.
- Clarify miscellaneous expenses for Veterans Memorial ongoing maintenance expense; Jail uniforms, etc., in General Fund, and Professional Services, such as a consultant for the Road and Bridge Levy.
- BCC asked for clarification of Computer Services Consultant contract at \$37,795.
- Increase Professional Services line item to fund a consolidation consultant for the Ambulance District.
- Revisit budget for Capital equipment.
- Discuss Fifth District Court Specialty Court Coordinator and wraparound services, and if it should be under Administrative Services, which seems to be the best fit since Specialty Court is frequently involved with Probation.
- Sustainability Manager is a joint effort of all local jurisdictions and will be discussed later.

**BCC Discussions to have in an upcoming Regular Meeting:**

- County fees, including Solid Waste fees and Road and Bridge Encroachment permit fee, should be discussed in a regular meeting, to be sure they cover administrative costs.
- Leases for Gun Club, Webb parking lot, etc., should be further discussed in a regular meeting, but are not going to have much impact on the budget.
- Review minimum amounts in Contingency Fund and General Fund.
- County rate sheet, to be reviewed annually.
- BCC will get County Road and Bridge Manager Steve Thompson's input on Indian Creek Road and

locating traffic counters for the current fiscal year and FY2024.

- Fair Board.
- Consolidated Emergency Communications Memorandum of Understanding. Emergency Services is finally getting fully staffed, and their budget needs to be renegotiated.
- Blaine County Recycle Center and Southern Idaho Solid Waste District contract. The County used some of the reserve last year to fund capital improvements at the Recycle Center and purchase some new equipment. Budget Officer McDougall Graham would prefer not to continue to pay the Sustainability Manager out of Solid Waste revenue.

**BREAK**

**Land Use**

Also present: Land Use Permit Technician Rachel Martin.

- County Land Use Director Tom Bergin clarified budget amounts for Wendy Pabich Water Advisory Services and Wendy Pabich Water Advisory Consultant, and for other consultants.
- BCC asked if P&Z minutes could be done by staff. Bergin said Land Use needs to have two administrative people during P&Z meetings to manage TEAMS web conference and SoniClear audio recording.
- Bergin said Land Use doesn't currently have the staff resources to use \$55,000 of consultants, including Water Advisor Wendy Pabich and engineering consultant Jacobs Solutions, but they do hope to do some work with consultants in FY2024.
- Land Use is trying to convert to OpenGov and Blue Beam software for electronic building permits and plan review.

Bergin said it would be a good idea for the BCC and Land Use staff to hold a joint priority session in the fall.

**ADJOURN**

**At the hour of 5:40 p.m., with no more business before them, the County Commissioners adjourned.**

Attest: \_\_\_\_\_ Approved \_\_\_\_\_  
 Stephen McDougall Graham Muffy Davis  
 County Clerk Chair