

Commissioner Minutes

May 28, 2025 – 9:39 a.m. to 11:56 a.m.

FY2026 BUDGET WORKSHOPS

Commissioners Leslie Van Beek, Brad Holton and Zach Brooks

Clerk Rick Hogaboam

Controller Kyle Wilmot

Auditing Supervisor Sarah Winslow

Fleet Director Mark Tolman

Facilities Director Rick Britton

Director of Constituent Services Aaron Williams

COO Greg Rast

Assistant Parks Director Michael Farrell

Recording Supervisor Emily Howell

HR Director Marty Danner

Weed & Pest Superintendent Cory Flatt and Sr. Administrative Specialist Hayli Marcilliat

Facilities Project Manager Desiree Brumley

Assistant Facilities Director Carl Dille and Facilities Office Manager Becky Kearsley

Parks Director Nicki Schwend

Deputy Clerk Jenen Ross_____

FY2026 BUDGET WORKSHOPS

The Board met today at 9:39 a.m. for FY2026 budget workshops. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, Fleet Director Mark Tolman (left at 10:15 a.m.), Facilities Director Rick Britton, Director of Constituent Services Aaron Williams, COO Greg Rast, Assistant Parks Director Michael Farrell (arrived at 9:49 a.m.), Recording Supervisor Emily Howell (arrived at 10:03 a.m.), HR Director Marty Danner (arrived at 10:05 a.m.), Weed & Pest Superintendent Cory Flatt and Sr. Administrative Specialist Hayli Marcilliat (arrived at 10:09 a.m.), Facilities Project Manager Desiree Brumley (arrived at 10:10 a.m.), Assistant Facilities Director Carl Dille and Facilities Office Manager Becky Kearsley (arrived at 10:15 a.m.), Parks Director Nicki Schwend (arrived at 10:25 a.m.), and Deputy Clerk Jenen Ross. Budget workshops were considered as follows:

Fleet:

- 'A' budget: Working with HR to have 2 positions reclassified.
- 'B' budget:
 - Oil – increased \$2000 to accommodate taking on work for the Ambulance District

- Service contracts – reduced by \$70,000
- Radar equipment – increased by \$2000
- Computer equipment – reduced by \$5225
- Small equipment – increased by \$8000 to install shelving in the new building
- Upfitting vehicles – increased by \$10,000
- Police vehicles – reduced by \$30,000 by removing a few patrol vehicles but accounting for a new animal control truck and box
- General vehicles – reduced \$180,000

Following a discussion regarding the overtime line item and accounting for the move from comp. time to overtime, Director Tolman would feel comfortable in increasing the overtime line to \$3000. The Board is supportive of this revision.

Based on a question from Commissioner Brooks regarding the shop fees revenue line item, Director Tolman feels confident in the number he's included in his budget.

The mileage line item will be reduced due to the usage of fleet pool vehicles vs. actual mileage payouts. This line will be changed to \$21,000 with Board support.

The Board encouraged Director Tolman to evaluate the auction of fleet vehicles, suggesting that some could be sold at auction through the county service and others through a private auction company.

Discussion ensued regarding the number of technicians and available space. KPI numbers indicate that 9 technicians would be the appropriate number for work done by the fleet shop, however, Director Tolman currently only has 4 technicians. Additionally, the current shop space would not support more technicians. It is believed that with the increased space incorporating the Poly Farm and increased work from outside sources, the revenue could support adding personnel. Commissioner Holton suggested adding the expense of 1-2 technicians to the budget to account for the expense even if they don't end up being filled. Commissioner Holton noted that he has concerns about compensation for the diesel mechanics and would like to make sure those pay rates are comparable.

The presented budget will be taken under advisement.

The Board recessed from 10:14 a.m. to 10:19 a.m.

Facilities:

Director Britton reviewed a PowerPoint presentation which covered the following areas:

- Data highlights

- FY26 \$7,145,256 this is an increase of \$305,841.62 from FY25 \$6,839,414.38
- Accomplishments of fiscal year 2025
- Fiscal year 2026 goals and objectives
- Revenues
 - 333166, Capital grants: \$24,750 – 3 HVAC units via grant money
 - 369158, LED Lights: \$12,000 – Idaho Power reimbursement for LED lights
 - 369159, Paramedics maintenance: \$32,000 – Paramedics maintenance reimbursements
 - 554427, Paramedic's maintenance: \$35,000 – Paramedics maintenance supplies
- 'A' budget
 - Part-Time - \$20,280
 - 2 Additional Part-Time Housekeeping Staff for Sheriff's Building for 6 months
 - New/Reclassified positions - \$28,166.72
 - Journeymen Apprenticeship Certification Pay 1 Electrical 1st Year Apprenticeship (Finished 5-18-2025) - \$2,601.23 1 HVAC 2nd Year Apprenticeship (Finished 5-18-2025) - \$2,601.23
 - Applicators License PCN # 367 & PCN # 272 Cert pay at \$.50 for Ornamental Applicators License - \$2,608.00
 - Grade Changes \$3,625.40 PCN# 874 Grade change to 12, 5 years of service - \$3,625.40
 - Step Increase PCN #367 This step increase reflects 11 years of service and a move to Maintenance Tech 2. The employee should have been reclassified five years ago. This is a level-based adjustment, not a merit increase, in the amount of \$7,752.78
 - Job Title Change PCN #416 Working on resolution with HR to move to Sr. Administrative Specialist current staff member has wrong job title not consistent. \$6,370.08
- 'B' budget
 - 521109 – Engineers - \$10,000
 - Decrease \$5,000 (33%) from FY25
 - 531101 – Water/Sewer - \$226,204
 - Increase of 6% from City of Caldwell \$12804 New Sheriffs Building 6-month budget \$8400
 - 531102 – Irrigation - \$30,000
 - Increase \$4,000 Irrigation increased due to new parking lot and Sheriffs Building
 - 531130 – Idaho Power - \$764,850
 - 5% increase \$34,350
 - New Sheriffs Building for 6 months \$43500

- 531104 – Intermountain Gas - \$126,905
 - 3% increase \$3,405
 - New Sheriffs Building for 6 months \$10,000
- 533301 – Service Contracts - \$59,800
 - Increase \$1,300
 - Acco service \$11,900
 - Northwest Powers \$16,500
 - SunBelt \$26,000
 - GIS \$2050
 - Desktop Alert Renewal \$3,350
- 533302 – Elevator Maintenance - \$54,000
 - Increase \$3,000
 - Young Elevator Service Contract \$26,500
 - Elevator Maintenance \$27,500
- 533309 – Fire Alarm Services - \$59,360
 - 6% increase \$3,360
 - Fire Alarm Testing
 - Fire Sprinkler Testing
 - Fire Extinguisher Testing and recertification
 - New Elections
 - New Warehouse
 - Building Alarm Monitoring
- 542215 – Satellite Equipment - \$12,500
 - Decrease \$2,500 (20%) from FY25
- 546610 – Education and Training - \$17,500
 - Decrease \$7,232 (41.5%) from FY25
- 554401 – Building Supplies & Materials - \$128,500
 - Increase \$26,500
 - Materials purchased for the upkeep of the buildings such as furniture, lamps,
 - ceiling tile, carpet, fixtures, etc.
 - Fair Grounds added to Budget \$10,000
 - Parks added to Budget \$5,000
 - Build frame for picture at Celebration Park, add storage room under stairs in museum and build kiosk at the east end of the complex at Celebration Park \$5,000
 - Install Led lights throughout the county buildings \$12,000 Rebate available
- 554402 – Ground Maintenance Supplies - \$147,500
 - Increase \$6,000
 - Facilities \$72,000

- Fertilizers Lawn Food Programs
- Annual plantings
- Increase \$10,500 Replacement trees, bark, shrubs & bushes and sod
- Sprinkler system upgrades, replacements and repairs
- Ice melt, Liquid De-Icer, Snow shovels, Spreaders Added building to maintain both in winter and summer and price inflation
- New Warehouse Building
- New Elections Building
- Fair grounds budget \$15,000
- Parks grounds budget \$50,000
- Add signs at DMV \$500
- New Light generator \$4,000
- 554410 - Janitorial Supplies - \$100,000
 - Increase \$13,000
 - Price increase for cleaning product
 - New Sheriff's Building
 - Parks Budget \$10,000
 - Fair Budget \$ 10,000
- 554418 - Jail Repair & Maint Supplies - \$100,000
 - Increase \$5,000
 - New line item 3rd year to track Jail expenditures for Dale Haile, Annex, Pod 5, and Pod 6 Added budget number for maintenance and repair work orders
- 554420 – Shop Supplies - \$55,000
 - Increase \$5,000
 - Items purchased in larger quantities to be used across multiple small projects. For example, purchasing a bulk package of screws, connectors, or a spool of wire to cover several individual outlet installations
- 554427 Paramedics Maintenance Supplies \$35,000
 - New Line item for equipment for the paramedics that is reimbursed
- 554438 – Batteries - \$7,500
 - Increase \$1,000
 - Batteries for Facilities, Janitorial, grounds and security
 - Replace batteries in UPS systems
- 554445 – Uniforms- \$13,500
 - Increased budget \$1,000
- 554455 – Pest Supplies - \$28,500
 - Increase \$8,000
 - Western Exterminator Service Contract \$28,500
- 554491 – SWJDC Repair & Maint. Supplies - \$31,200
 - Increase \$3,200
 - New line item to track Juvenile Detention Center expenditures

- Added budget number for maintenance and repair work
- Buy 2 Cortech beds for the behavioral cells \$3,200
- 577100 – Computer Equipment - \$4,000
 - Decrease \$14,684 (78%) from FY25
- 577110 – Software - \$14,900
 - Increase \$4900
 - Software Licensing for:
 - AutoCAD
 - MicroMain \$4,536
 - Continental
 - Alarm Lock
 - Lennel
 - New Elections Building ISR
 - Apex

- 'C' budget:

| BUDGET CODE | CODE COST | COST | DESCRIPTION | DEPARTMENT |
|-------------|--------------|-------------|--|---------------------------|
| 680220 | | \$6,500.00 | Remodel Bryans office in Assessor's | Assessor's |
| 680220 | | \$7,000.00 | Old misdemeanor remodel for Juvenile Probation | Juvenile Probation |
| 680220 | | \$13,600.00 | Frame in 7' wall near mechanical room and add storage cabinet/ Frame wall at end of Civil, remove existing cubicles plus removing 2 stub walls / New Tables in conference room, Replace cubicles in Civil area replace with 6 county built in cubicles/ build counter tops | Prosecuting Attorneys |
| 680220 -> | \$35,100.00 | \$8,000.00 | Clerks Vault build additional cabinets | Clerk |
| 680260 | | \$14,000.00 | Remove old transformer that was used for Pod 6 | Facilities |
| 680260 | | \$5,000.00 | Cut in door into existing office | Sheriff's Dale Haile Jail |
| 680260 -> | \$29,000.00 | \$10,000.00 | Polyseal fix showers in pod 2 G | Sheriff's Dale Haile Jail |
| 680270 -> | \$14,270.00 | \$14,270.00 | Install new flooring in Juvenile Detention | Juvenile Detention |
| 680330 -> | \$9,000.00 | \$9,000.00 | Rebuild Fence for Bullpen at CCNU | Facilities |
| 680340 | | \$10,000.00 | Install New power at the Fair Expo inside and outside for vendors | Facilities |
| 680340 -> | \$15,000.00 | \$5,000.00 | Justice park moving historical signs and making it ADA accessible and use old courthouse bricks | Facilities |
| 680410 | | \$35,000.00 | DDC controls ,fleet shop, exhaust fan jail roof, morgue | Facilities |
| 680410 | | \$13,500.00 | New griding equipment for floors and shower areas | Facilities |
| 680410 | | \$15,800.00 | 2 New Metal Detector | Facilities |
| 680410 | | \$24,750.00 | 3 new hvac units for Juvy Detention (possible grant) | Facilities |
| 680410 -> | \$101,183.00 | \$12,133.00 | Ada push button front entry | |
| 682250 | | \$43,500.00 | Padded room Juvenile Detention | Juvenile Detention |

- Discussion regarding line 680260, possible other options to \$14,000 removal cost.

| | | | | |
|---------------------------------------|--------------|--|--|--|
| 682270 -> | \$27,000.00 | \$27,000.00 | Remodel main office add 3 new offices and build 17 new cubicles | IT |
| 683270 683270 -> | \$106,000.00 | \$76,000.00 \$30,000.00 | Glass for Assessor's office and plat room glass Install New storefront door at DMV | Assessor's DMV |
| 683340 683340 683340 -> | | \$400,000.00 \$24,575.00 \$55,000.00 | New Parking Lot off of Albany Parking lots reseal coat (Fleetshop,Admin Building,Justice Park parking lot) Judges parking gate replacement, add door into Courthouse, remove concrete to add more parking spots | Facilities Facilities Facilities |
| 684110 -> | \$22,100.00 | \$22,100.00 | New Lawn mower | Facilities |
| 684230 684230 684230 -> | | \$82,500.00 \$19,000.00 \$15,000.00 | Furniture for New Sheriffs Building 55 offices 6 confrence tables, 2 tables for breakrooms, 2 tables for for polygraph room Juvenile Probation 10 rise up desk, new counters and removeing offices | Sheriff's New Building Sheriff's New Building Juvenile Probation |
| 684240 -> | \$55,000.00 | \$55,000.00 | Install new Lenel VRX storing system and cameras | Facilities |
| 684375 -> | \$160,000.00 | \$160,000.00 | Boilers for Dale Haile Jail. | Facilities |
| 117-80-355-12-682270 -> | \$20,000.00 | \$20,000.00 | Remodel JJC Judges chambers, build new table for jury deliberation room courthouse third floor,Re-skin existing JJC courtroom judge benches. | TCA |
| \$ 1,282,908.00 | | FACILITIES CAPITAL BUDGET TOTAL | | |

The Board would like to tour a couple of these projects sites prior to making a decision.

Mr. Rast brought to the Board's attention a MOA that was received from the City of Caldwell regarding the "quiet zone" effort for 9th and 12th avenues. The City of Caldwell has been working with Union Pacific and been presented a 50/50 cost share between Caldwell and Canyon County for \$30,000 each. For the time being, the Board is supportive of adding this expense to the budget.

Commissioner Holton would also like to see a generator considered for the morgue.

The Board will take the budget as presented, with the changes noted, under advisement.

The Board recessed from 11:14 a.m. to 11:24 a.m.

Weed:

Director Britton reviewed a PowerPoint presentation which covered the following areas:

- Data Highlights
 - FY26 \$543,750 this is an increase of \$7,304.56 from FY25 \$536,445.44

- Accomplishments of Fiscal Year 2025
- Fiscal Year 2026 Goals and Objectives
- FY26 Revenue
 - \$180,000
- 'A' budget
 - Overtime - \$20,000
 - Requesting overtime funding as we plan to phase out the use of comp time
 - New/Reclassified Positions - \$15,046
 - Certification adjustments still working with HR on certification adjustments. \$1.50 per Technician (3 certifications) \$15,046 – PCN 581, PCN 067, PCN 066, PCN 457
- 'B' budget
 - 531103 Idaho Power - \$3400
 - Increased by \$400, percentage increase
 - 533301 Service Contracts - \$1275
 - GIS Services - \$1025
 - Idaho Springs Water - \$250
 - 548370 Gopher Bounty - \$27,000
 - Increase by \$2,000
 - 554420 Shop Supplies - \$2500
 - Increased \$500
 - 554440 Small Tools - \$800
 - Increased \$600
 - 554445 Uniforms - \$6000
 - Increased \$200 3.5%
- 'C' budget
 - Shop awning addition – enclose awning to keep trucks out of the weather in the colder winter months - \$32,500 (total cost is \$65,000 but split with pest)

Board is supportive of moving the budget forward as presented.

A brief recess was taken for a break in the audio record.

Pest:

Director Britton reviewed a PowerPoint presentation which covered the following areas:

- Data highlights
 - FY26 \$354,248 this is an increase of \$36,469.54 from FY25 \$317,778.46
- Fiscal year 2025 accomplishments
- Fiscal year 2026 revenue
 - \$18,500

- 'A' budget
 - Overtime - \$12,000
 - Requesting overtime funding as we plan to phase out the use of comp time
 - New/Reclassified Positions - \$7,523
 - Certification Adjustments Still working with HR on certification adjustments. \$1.50 per Technician (3 certifications) \$7,523 – PCN 997, PCN 996
- 'B' budget - FY26 \$111,150 this is an increase of \$24,075 from FY25 \$87,075
 - 531103 Idaho Power - \$3400
 - Increased by \$400, percentage increase
 - 533301 Service Contracts - \$1275
 - GIS Services - \$1025
 - Idaho Springs Water - \$250
 - 548370 Gopher Bounty - \$27,000
 - Increase by \$2,000
 - 554420 Shop Supplies - \$2500
 - Increased \$500
 - 554440 Small Tools - \$800
 - Increased \$600
 - 554445 Uniforms - \$6000
 - Increased \$200 3.5%
- 'C' budget - FY26 \$32,500 this is an increase of \$31,000 from FY25 \$1,500
 - Shop awning addition – enclose awning to keep trucks out of the weather in the colder winter months - \$32,500 (total cost is \$65,000 but split with weed)

Commissioner Holton motioned to adjourn the meeting. the motion was seconded by Commissioner Brooks and carried unanimously.

Copies of all documents reviewed are on file with this day's minutes.

The meeting concluded at 11:56 a.m. and an audio recording is on file in the Commissioners' Office.