

Madison County Commissioners		
Department Head and Elected Official Meeting Minutes		
APRIL 6, 2015	9:00 AM	COMMISSION ROOM
ATTENDEES	Commissioners: Chairman Kimber Ricks and Todd Smith, Jon Weber was excused Deputy Prosecuting Attorney: Troy Evans County Clerk: Kim Muir	

AGENDA TOPICS

The Pledge of Allegiance was led by Paul Sorensen

Bruce Bowler, Cameron Stanford, Ryan Kaufman, Rodney Lusk, Shawn Boice, Roy Klingler, Anita Clark for Sherry Arnold, Ryan Brown, Paul Sorensen, Jared Bingham, Kirk Mace, Reo Jensen, Cindy Roberson, Maxine Berger, Craig Rindlishbacher, Brent McFadden and Luke Erickson were also present.

Discussion Items:

Commissioner Ricks discussed his nine years as commissioner and how things with the budget process have evolved over the years. He specifically mentioned the following four items:

1. For several years the budget process was flawed, resulting in over spending revenues and depleting reserves.
2. The recession hit, and it had a large impact on County budgets.
3. Rexburg has four urban renewal districts and is planning for a fifth, severely impacting property taxes.
4. Madison County has a huge tax exempt footprint with all University property off the tax rolls and expanding their holdings every year.

Commissioners - Cell Phone Usage and Number of Phones in Each Department

Commissioners challenged department heads to look at phone bills to determine if we are paying for data plans and other services that are not related to county business. Required funds to maintain aging county buildings that need big repairs to keep them up and running were discussed, such as: boilers, sewer line issues, asbestos removal, new roofs, etc. were also mentioned.

Kirk Mace mentioned that he visits with our Verizon representative every few months to make sure he is utilizing data plans as much as possible. Others mentioned that cell phones are a tool as more and more things are on the internet for work purposes, and

we may need to budget for more expenses in this area. We need to advance with the times, and that requires cell phones and data plans to stay connected. Sheriff Klingler mentioned that if he is not taking care of an entire need, his deputies can be in trouble legally and that being connected helps fill that need.

Troy Evans - Personnel Policy

Troy discussed changes that were recently made to the personnel policy. Personal time off was renamed from “sick time”. Troy suggested as much as possible, that using per diem rather than using credit cards is preferred. All employees will need to sign and return the Appendix stating they have received the new policy.

Kim Muir - 2016 Budget

Budget packets were handed out, and Kim explained the county will need to budget for an extra pay period for the 2016 fiscal year. We normally have 26 pay periods but next fiscal year there is one extra payroll, which occurs every six or seven years and will cost the county substantially. Also explained were the step and grade scale, budget worksheets, and a spreadsheet showing COLA increases, merit increases and the additional payroll with payroll taxes to factor in.

Sherry/Shawn/Troy - Cancellation of Property Tax Form Examples:

This topic has an impact on the Offices of Assessor, Clerk and Treasurer regarding property tax adjustments. The form will be available in any county office. It is the Madison County Application for Property Tax Action to the Board of County Commissioners of Madison County, Idaho. If it is a BOE matter, the Commissioners have the responsibility to notify the taxpayer of adjustments made to their assessment. If the matter is a Treasurer issue where penalties and interest are adjusted, the Treasurer’s Office will notify the taxpayer. If the adjustment is a valuation issue, it is the Assessor’s responsibility to notify the taxpayer.

Department matters of note

- **Luke Erickson** mentioned the addition of a new area Ag Representative, who will be housed in Madison County. There were two internal candidates who applied, and it has now been opened up nationally.
- **Anita Clark** mentioned the tremendous support by the Sheriff’s Office of showing up at Lionel Kunz’s funeral and thanked them.
- **Kirk Mace** announced the summer barbeque on Thursday, July 30th from 6:00 - 7:45 p.m. at Rexburg Rapids. Commissioners thanked Kirk for the great job he is doing.

The biggest loser starts again this Thursday and goes thru June 4th. This time there is also an exercise regimen if employees don’t need to lose weight. They can turn in a weekly form showing the date and time spent exercising and also weigh in. Those participating in the weight loss have to lose 5% of their body weight and keep it off for two months beyond the final weigh-in.

- **Brent McFadden** reported the Parks Department received the grant applied for, and as such, Beaver Dick Park will be getting new boat docks.
- **Commissioner Ricks** reported on the near completion of the transportation refresh plan and public meetings held last Wednesday and Thursday. The final study draft will show perhaps as many as twenty “hotspots” or “bottlenecks” that will need attention in the years ahead. Congestion on Second East is one of the most compelling with pairs of one way streets (called “couplets”) being a possible solution.
- **Shawn Boice** stated he and a team did interviews for the GIS position in his office. They will make a decision this week.
- **Sheriff Klingler** mentioned the importance of doing background checks on new employees.
- **Brent McFadden** thanked the Sheriff’s Office for having deputies periodically drive through the parks to monitor.

Dawn Hunter - IHC Blood Draw Report:

Out of 231, there were only 20 who couldn’t make it in for the blood draws. For the most part we are doing better, and Dawn feels it helps employees to be screened annually. There was discussion regarding blood draws, and the employees’ thoughts about how it went.

County Business:

Contracts/Documents

- Commissioner Ricks made a motion to sign and approve the retention of County Vessel corrected funds. Commissioner Smith seconded and voting was unanimous.
- Commissioner Ricks made a motion to sign and approve the Notification of Hearing for the Madison County Ambulance District on September 8th at 9:00 a.m. Commissioner Smith seconded and voting was unanimous.
- Commissioner Smith made a motion to sign and approve the Notification of Hearing for Madison County on September 8th at 9:00 a.m. Commissioner Ricks seconded and voting was unanimous.
- Commissioner Ricks made a motion to sign and approve the Notification of Hearing for Madison County Mosquito District on September 8th at 9:00 a.m. Commissioner Smith seconded and voting was unanimous.
- Commissioner Ricks made a motion to sign and approve the letter of agreement for the jail and courthouse security with GPC Architectural Engineering on the service proposal. Commissioner Smith seconded and voting was unanimous.
- Commissioner Smith made a motion to sign and approve the contract with Idaho Asphalt for seal coat oil. Commissioner Ricks seconded and voting was unanimous.

Routine Matters

- Commissioner Ricks made a motion to sign and approve the claims presented by the clerk. Commissioner Smith seconded and voting was unanimous.
- Commissioner Ricks made a motion to sign and approve the Commissioners' Meeting Minutes of March 30, 2015. Commissioner Smith seconded and voting was unanimous.
- Commissioner Smith made a motion to sign and approve the Commissioners' Meeting Minutes of March 23, 2015. Commissioner Ricks seconded and voting was unanimous.
- Commissioner Smith made a motion to sign and approve the Certificates of Residency for the following:

Alex Christensen	Caleb Jensen	Emily Oliphant
Samuel Stark	Jed Baldwin	Caleb Barzee
Michone Bingham	Kennedy Blaser	Emily Blaylock
Abbey Jenks	Logan Ochs	Dallin Parkinson
Claire Redd	Annie Stoddard	Amanda Tietjen
Chloe Ward	Savannah Williams	Sarah Hjelm

Commissioner Ricks seconded and voting was unanimous.

Personnel Actions:

Commissioner Ricks made a motion to approve the Personnel Actions. Commissioner Smith seconded and voting was unanimous.

Commissioner Smith made a motion to adjourn at 12:15 p.m. Commissioner Ricks seconded and voting was unanimous.

Approved:

Kimber Ricks, Commission Chairman
Todd Smith, Commissioner