

Abbreviated Minutes: Complete Set of Minutes Are on File in The Clerk's Office



**Madison County
Commissioner Meeting Minutes
January 13, 2020**

Attendees:

Jon Weber, Commissioner (Chairman)

Todd Smith, Commissioner was excused until 9:00 a.m. due to weather

Brent Mendenhall, Commissioner

Troy Evans, Deputy Prosecuting Attorney

Kim Muir, County Clerk

Pledge of Allegiance

Invocation: Commissioner Mendenhall

ACTION ITEMS

Public Comment: There was no one present for comment.

Calendar Discussion:

The next Commission meeting will be January 27, 2020 starting at 9:00 a.m.

Discussion and Decision Items:

Hospital Board Member. This matter will be discussed at a future meeting.

Commissioner goals for 2020. This matter was not discussed.

Board and Committee Assignments. This matter was not discussed.

US Census 2020. The City of Rexburg has approached the county to market and get the word out for 2020. Funds were set aside to help get all county residents included in the Census.

Commissioner Mendenhall made a motion to forward funds to the City of Rexburg to fund marketing and promotion of the 2020 Census. Commissioner Smith seconded and voting was unanimous. The motion passed.

Contracts/Documents:

After review and discussion, Commissioner Mendenhall made a motion to approve the Calibration Study and Agreement Commissioner Smith seconded and voting was unanimous. The motion passed.

Routine Matters:

After review and discussion, Commissioner Smith made a motion to approve the claims presented by the Clerk in the amount of \$980,467.75 with \$27,360.45 coming from the general fund. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Smith made a motion to approve the minutes of December 16, 2019. The motion passed Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Weber made a motion to approve the minutes of December 30, 2019. The motion passed Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Smith made a motion to sign and approve the Certificate of Residency for Carol Ploussard. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Personnel Actions :

<u>Employee Name</u>	<u>Position</u>	<u>Salary/Wage</u>	<u>Change</u>
<i>Sheriff's Office:</i>			
Christopher Edmonds	Detention Officer	\$19.23	Reallocation
<i>Prosecutors Office:</i>			
Dina Rodriguez	Legal Assistant		Completion
Rob Wood	Prosecuting Attorney	\$115,000	Appointment
Spencer Rammell	Deputy Prosecutor	\$ 70,000	New hire
<i>Staff Attorney</i>			
Jessica Payton	Judicial Staff Attorney	\$52,230.94	Annual increase

After review and discussion, Commissioner Smith made a motion to approve the Personnel Actions. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Swearing in of Robert Wood, newly appointed Prosecuting Attorney:

Rob Wood was sworn in as the new elected Madison County Prosecutor. The former Prosecuting Attorney, Sid Brown, retired December 31, 2019. Mackenzie Cole, Troy Evans and Spencer Rammell, were also sworn in as Deputy Prosecutors. A reception for those in attendance took place. The Commissioners welcomed Prosecutor Wood, and look forward to his service for the County.

Executive Session: Idaho Code § 74-206(1)(b) employee matters and (d) exempt records, Ann Marie Sorensen, Indigent Clerk:

Commissioner Weber made a motion to go into Executive Session at 9:15 a.m. Commissioner Mendenhall seconded the motion. A roll call vote was taken as follows: Commissioner Smith-yes, Commissioner Mendenhall - yes. The motion passed.

Commissioner Weber returned the County Commissioner meeting to open session at 9:55 a.m. After review and discussion, Commissioner Mendenhall made a motion to sign Lien Releases on Case No's. 2019023, 2019026, 2020001 and 2020004, sign Amended Approvals on Case No's 2019013 and 2020003. Commissioner Smith seconded the motion. The motion passed.

Road & Bridge, Discussion with Snowmobile Board, Bron Leatham regarding closure of County Road:

Randy Hormon and Doyle Barney were present as well as Bron Leatham, Jim Hirlinger, Cindy Roberson and Reo Jensen to speak to this matter. Maps were presented and reviewed by Randy showing the Herbert Road. Bron Leishman would like the county to plow a road leading to a cabin he has built, but the county currently plows to the substation and ends at that point. Doyle Barney reported on the history of Herbert Road from groomer logs back to 2000. The road is shown as a groomed snowmobile trail. He said they have tried to create loops for snowmobilers so they don't have to backtrack. They have used Herbert road to turn around so they don't have to backtrack.

Bron states he built a cabin for his in-laws and they knew they would have to snowmobile in to gain access. Other cabin owners in the area, as well as Bron's have wanted to stay at their cabins for Christmas. If they wanted to keep the road open just until December 15, he is asking why they can't just groom the field. He has talked to property owners that own the field and has permission. When they get to Herbert Road he states that most farmers that have never been asked for permission, but now that he is asking they are happy to give permission. There was almost no snow in December and he feels the road could have been kept open until later. Randy states it is law to close the road for snowmobile trails. Stephen Zollinger states the Clements family allowed a parking lot to be built for snowmobile trailers. Bron said he is nothing but grateful for the way County roads are plowed, but feels the groomers have maliciously placed piles of snow to stop people from going beyond the substation. Randy states this is to keep college students from going beyond this point and getting stuck, and then calling Road and Bridge to go dig them out. Commissioner Weber states that he doesn't like the parties expecting the Commissioners to solve the problem.

Commissioner Weber comments that several things have come out of this meeting. One is the history of what has taken place. There is an ordinance that was put in place, but the county has grown. When it changes and someone builds a cabin off county roads this will start to crowd snowmobile trails and we may need to explore options. December 15th may not be a luxury we can stick to, but safety should also be a consideration. We need to trust Road & Bridge's expertise, when it is no longer safe, and simply too much snow, they will stop plowing, but it is feasible to keep it open as long as weather permits. Cindy from Road and Bridge commented it is not feasible to plow from the substation to Clements field when the snow gets deeper and when snowmobiles cross a road that has been plowed it creates a safety issue. Commissioners thanked the snowmobile board and want them to know they are appreciated and all the department brings to our county and that we get a lot further when we work together to work things out.

Executive Session Idaho Code § 74-206(1) (b) employee matters with Evan Wise, Bradley Petersen and (d) exempt records, Ann Marie Sorensen, Indigent Clerk:

Commissioner Weber made a motion to go into Executive Session at 9:45 a.m. Commissioner Mendenhall seconded the motion. A roll call vote was taken as follows: Commissioner Smith-yes, Commissioner Mendenhall - yes. The motion passed.

Shawn Boice, Assessor:

Richard Smith tax credit. The lot next to his farm In Mill Hollow has been actively farmed, but the property was inadvertently dropped from the Ag exemption.

Commissioner made a motion to approve a tax credit for Richard Smith in the amount of \$827 for Richard Smith. Commissioner Smith seconded and voting was unanimous. The motion passed.

GIS Flight contract:

Shawn presented a contract that includes the county and BYUI, and he is in negotiation with Sugar City and the City of Rexburg. This is a \$200,000 6-year contract. Troy has reviewed and included verbiage. After review and discussion, Commissioner Mendenhall made a motion to approve the Eagleview GIS Contract. Commissioner Smith seconded and voting was unanimous. The motion passed.

DMV & Driver's License Remodel:

Shawn presented an estimate for construction from Snell Brothers which includes everything to give a nice environment with DMV on one side of the office and Drivers licensing on the other side and includes two rooms for testing and a break room with new carpet and lighting and two restrooms. The fire

sprinklers are already installed and heating and cooling is on the landlord. Ryan Kaufman has been involved from the Sheriff's Office. The building is 2800 sq. ft at about \$1 per foot. The contract is being reviewed by Troy and the expected timeline is 90 days. Total remodel price is \$125,000 with the monthly rent at approximately \$3000 per month set up on a year to year basis. Shawn suggests to offset the cost the fee could be increased.

Leslie Warnberg, Wellness Challenge discussion:

Leslie is asking for approval of 8 hours of comp time for successful completion of a workout or weight loss challenge. She has had an 80% completion rate. Walktober has been the most favorite. Commissioner Smith made a motion to approve 8 hours of comp time for successful completion of the wellness challenge. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Jared Arnold, office update:

Jared would like to make some much needed improvements on his building. He presented a list of improvements. The office needs painting, but they will hold out for this on now. Jared has funds in his budget for the improvements. Commissioners approved the expense.

Emma Johnson, Governor's Representative to discuss County needs:

Emma covers the 14 counties in Eastern Idaho including a little bit of Blaine County and Burley. Emma is asking what she can take back to the Governor that he can watch for our County. Commissioner Smith asks to please protect the counties on Medicaid expansion. He doesn't feel that we should be charged more than we are currently paying from the Indigent budget. Emma comments that a significant portion of the Medicaid funding should come from budget offsets and indigent care. Also, we need to get a few years of experience under our belts to know what the true costs will be. There were not as many that signed up for Medicaid as the State expected.

Commissioner Weber commented that he would like to see property tax reconstruction to include revenue sharing taken off the top. Emma states the governor is open and ready to review property tax reform. Commissioner Mendenhall comments that he would like the Governor to remember that what benefits larger counties is different from Eastern Idaho and some of the smaller counties. Emma comments that Governor Little did a tour and he did notice how things function differently in Eastern Idaho. Commissioner Smith also would like them to look at the surplus eliminator. This topic did not make it through the Legislature last year and he feels it is important. Commissioner Weber also would like the Governor's office to know several of the counties in our area are exploring options for a Public Waste District and a new site or a landfill. This has become a big expense and issue in Eastern Idaho. We have been to Boise to discuss the matter with DEQ and District 7 and they are in favor of it. The district is meeting with the Department of Lands on January 15 at 1:30 p.m. Emma requests that information be emailed to her.

Bradley Petersen, P & Z Commission changes, Sharon Oakey was also present:

Replacement board members were discussed for expiring terms on the P & Z Commission. There have been conversations with the board members to advise of changes being made.

Bradley mentions his goal for the Commission is to be proactive rather than reactive. Sharon would like the commission to make meetings more efficient, learn official procedures and better understand the hearing process. Bradley would like Commission members to take a lead with the property definitions, zoning issues and one other – get from Bradley are priority issues for P & Z.

A compliance committee was suggested to Commissioner Smith. CUP compliance has been an issue in the past which would help resolve issues. Bradley also mentions fire suppression issues to review regional sites and options for extra water when looking at the subdivision issues for wells. Sharon was thanked for her service on the P & Z commission.

Employee Recognition: Presentations were made to the following individuals for their years of service to the County: Mike Courtney 20 years (Sheriffs), Jason Wilburn 10 years (IT), Linda Gibbs 5 years (Sheriffs), Shawn Boice 5 years (Assessor)

Department Head Meeting:

Commissioner discussed the care taken in the budget process to be cautious with county funds.

Rob Wood, the new Prosecuting Attorney was given a minute to introduce himself and discuss his new position. He has appreciated his relationship with Sid Brown, the Sheriff's Office and the City Police Department. Sheriff Henry discussed the importance of fostering relationships in growing as a person and as a team, he appreciates the relationships he has other county offices.

Discussion Topics:

2020 Goals and review of previous year.

Cindy, Road and Bridge has been, busy and comments the county is growing. Cindy shared the departments responsibility for snow removal.

Darby, Solid Waste. Department has seen increased waste and related costs.

Paul, IT would like to update equipment in the Commission room and the switches that we all connect to the internet through.

Jess, D7 Treatment. Medicaid expansion will be a big issue for her department

Lance, Extension Service. They are busy and teaching additional classes

Evan, Fairgrounds. Things are going well. He has spent a lot of time on snow removal and has projects planned for the summer.

Shawn, Assessor. Values went up this year meaning tax bills also went up and they will increase further in 2020. He has been busier this year than the last 5. He and the Sheriff's office are working on combining Drivers License and DMV in a building near Albertsons.

Kirk, Probation. He would like to increase competency for staff regarding youth and adults, with targeted training on mental health issues, as this has become a bigger issue.

Jared, General Services. Reported a good summer and success with the drone program. Parks did incredible this summer. They put in disc golf at Beaver Dick Park and it was enjoyed by many. Fee increase did away with some issues at the Parks. They will do additional work on Twin Bridges in the upcoming season.

Ann Marie, HR. Her goal is to get the Sheriff's Office on the pay portal. She thanked Troy for his work on the Personnel Policy. She reminded department heads to have employees sign the last page of the new policy and return to her.

Sam Butikofer, Coroner. Good learning year for him. Next year he has been working on a procedure manual to implement. The electronic records are now backed up and his office is getting additional training.

Rob Wood, Prosecuting Attorney. His office will start to become a more digital office. He is working with the courts to get more technical upgrades in the courtroom.

Bradley Peterson, P & Z. Focusing on being proactive and less reactive and would like to digitize records. He would like to finish the County Comprehensive plan, update the Code Book and the flood plain

mitigation is a priority. The department is building a long-term needs list for our buildings, as well as tracking the county fleet currently in our possession and others that might be needed.

All commented on how well the relationships are with county staff and commissioners.

County travel and training policy: Commissioners asked those present to look at the full year when it comes to travel and training. We want a well-trained workforce, but we sometimes take that too far and travel too much. Each department knows what the needs are. Consideration of online courses rather than expensive out of town trips should be an option.

State Insurance Fund Loss Report: Clerk Kim Muir explained the major Work Comp claims for the county in 2019 were fractures, strains and eye injuries. A Safety Fest Training brochure was shown which includes ergonomic training Departments were encouraged to attend.

Commissioner Weber asked those present to not abbreviate the year when signing documents, example 2020. He reports not using the full 2020 on the date rather than “20” would allow anyone to put a different date and we want to avoid these issues.

Troy Evans, new Personnel Policy training:

Troy discussed the new policy and gave a summary regarding the changes. He discussed receiving money from others as a gift. The cleanest way is to say no, if someone wants to give you something. Idaho Code says if someone wants to give you something under \$50 it is usually okay, but be cautious, and discussed avoiding the appearance of conflicts of interest. The Attorney General’s office will conduct any required investigations on elected officials. He discussed conflicts, and not being able to hire and oversee those generally related to you.

Per diem for travel was discussed. Employees should turn in a meeting agenda for training attended and department heads should review to see what meals are included with the meeting. The incidental fee and breakfast were discussed. Many hotels include breakfast with a stay and should not be reimbursable. Departments are in charge of their budgets, but were encouraged to not allow anyone to take advantage of the County.

Seasonal closing dates were discussed. Department heads have final say, but know that you are in the public eye and will take criticism.

Paul reminded department heads to run purchases of equipment through the IT dept to ensure compatibility.

Kirk Mace, Suicide prevention training: Kirk provided training and information regarding suicide prevention and warning signs. There was discussion on the topic.

Ann Marie, ICRMP Online Training: Ann Marie advised the annual online training needs to be completed by all employees and gave information to log in.

There being no further business Commissioner Mendenhall made a motion to adjourn the meeting at 2:03 p.m. Commissioner Smith seconded and voting was unanimous.

Commissioners are getting emails to approve time sheets. Can we stop that?

Approved:

Jon O. Weber, Commission Chairman

Todd Smith, Commissioner

Brent Mendenhall, Commissioner

Attest: Kim Muir, Clerk