

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

**Madison County
Commissioner Meeting Minutes
March 23, 2020**



Attendees:

Jon Weber, Commissioner (Chairman)
Todd Smith, Commissioner (appeared telephonically)
Brent Mendenhall, Commissioner
Troy Evans, Deputy Prosecuting Attorney
Kim Muir, County Clerk

Pledge of Allegiance

Invocation: Clerk Kim Muir

ACTION ITEMS

Public Comment: Robert Kohler, Jordan Busby, Chris Mann and Jerry Merrill were present to discuss the COVID-19 outbreak. Victoria Varnedoe was also present from the media.

Commissioner Weber announced the County Commission is declaring an Emergency. Jerry Merrill, Mayor of Rexburg was present and also announced the City is also declaring an emergency. There is an Emergency Command Center being established with Chief Child in control and Robert Kohler, Emergency Manager. This gives us increased ability to get supplies as well as costs reimbursed by the State.

Governor Little has encouraged us to pay attention to the CDC and our local health departments. We are encouraged to avoid discretionary travel and local assisted living homes and social gatherings of more than 10 people, as well as take personal responsibility for our families, wash hands, use hand sanitizer and wipe down and clean homes and offices. If you are in the category of vulnerable, stay home and away from people. All offices need to be limiting access to our offices that have to be open.

Commissioner Weber stated the county will join in to avoid spreading the virus. Commissioner Mendenhall feels we are taking preventative measures and being wise. Victoria Varnedoe with the Standard Journal asked what we are telling businesses that are closed, how long will this last for them. No one has the answer to that at this time, but businesses are encouraged to do what they feel is best. If we join together and get through this, we will be stronger. Mayor Merrill also states that there are concerns for small businesses and there are worries about how bills will be paid when there is no revenue. Anything they can do to keep their businesses going, but limit contact is advised. The Small Business Administration has offered to come through with some low interest loans, trying to facilitate information to small business to help them. Commissioner Mendenhall stated we are aware and are trying to self-isolate. Markets are saying they are wiping down after every customer. Congress is working on a package that will help those unemployed. This community is smart and are doing what is needed to stay safe. East Idaho Public Health Department is working around the clock to give guidance and help us get through this.

There was a discussion with City Council members and County on what the City is doing as the situation worsens. Recommendations have been to close everything down to expedite ending the virus sooner than later. Commissioners question asking all non-essential employees stay at home or are we to that point. Mayor Merrill comments City Hall has locked the doors to the public and will begin taking temperatures of those entering. Departments will be divided up to have fewer people exposed. The street department is being kept isolated as much as possible. Meetings are being cancelled. Wastewater

and water people have to keep going. Solid Waste could become an issue if Jefferson County shuts down and we can't haul our garbage. As part of the Declaration, we can alter our HR procedure. Robert discusses trigger points. We need to define where we initiate this and when does it end. The School District has put an April 7 date, but will be reevaluated as we get closer.

Calendar Discussion:

The next Commission meeting will be April 13, 2020.

Discussion and Decision Items:

Treasurer's office furniture proposal, DMV and Driver's license will be using Commissioner Reserve funds. Commissioner Smith would like to hold off on the furniture for now.

Budget discussion:

Commissioners would like to take care of our employees as a first priority and ask that departments take a hard look at capital expenditures and hold to a minimum. We don't know what the legislature is going to do and times are hard.

Contracts/Documents:

After review and discussion, Commissioner Weber made a motion to sign and approve the ITD Professional Agreement for the west side frontage road, Progress Report 7, 8 and 9. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Smith made a motion to sign and approve the Victor Mendoza, Hacienda Events Center Wine License. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Smith made a motion to sign and approve the MOU with Sugar City and ITD for Highway 33. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Routine Matters:

After review and discussion, Commissioner Mendenhall made a motion to approve the claims presented by the Clerk in the amount of \$524,786,.44, with \$99,806.87 coming from the general fund. Commissioner Smith seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve the minutes of March 9, 2020, March 16, 2020, and March 28, 2020. Commissioner Smith seconded and voting was unanimous. The motion passed.

Certificates of Residency: Commissioner Mendenhall made a motion to approve the certificates for Helder and Abbey and deny the application for Lauren Hayes. Commissioner Smith seconded and voting was unanimous. The motion passed.

Personnel Actions :

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

Board of Equalization: There were no BOE matters at this time.

Shawn Boice, Tax Exemption:

After review and discussion, Commissioner Mendenhall made a motion to sign and approve the tax exemption for Calvary Chapel and for St. Patrick's Catholic Church. Commissioner Weber seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to sign and approve the Ag exemption for Bruce Westover, Prime Investments LLC, Stuart Sugarman. Commissioner Smith seconded and voting was unanimous. The motion passed.

This is a new subdivision in Thornton named Mill Creek Estates. There are 12 – 15 lots which is 10.24 acres. It is currently in Ag and will stay Ag for quite some time. After review and discussion, Commissioner Mendenhall made a motion to sign and approve the Ag exemption for Nathan Thompson. Commissioner Smith seconded and voting was unanimous. The motion passed.

Emery Garrett has submitted copies of a tax return and we have given the exemption in the past. He runs cattle on the property. After review and discussion, Commissioner Mendenhall made a motion to sign and approve Emery Garrett. Commissioner Smith seconded and voting was unanimous. The motion passed.

This is a new request. There is income to support the 6.024 acres. After review and discussion, Commissioner Mendenhall made a motion to sign and approve the Ag exemption for Vernon Grotjohn. Commissioner Weber seconded and voting was unanimous. The motion passed.

Mr. Jenkins rents ground to Donald Day. Shawn presented a map where Don is running his cows. This will be developed in the next year or two and runs contiguous with Day's current operation. After review and discussion, Commissioner Smith made a motion to sign and approve the Ag exemption for M. Jenkins. Commissioner Weber seconded and voting was unanimous. The motion passed.

This last year Mr. has planted and drilled for barley which covers 2/3 of an acre. He has provided pictures and the property actively devoting. He could prove the income. Shawn has seen this. This would be close to 5 acres for 2/3 of the property. After review and discussion, Commissioner Mendenhall made a motion to sign and approve the Ag exemption for 2/3 of the property for Dell Ray Barney. Commissioner Weber seconded and voting was unanimous. The motion passed.

There is a contract for the property and it is planted in hay and it is actively devoted to Ag. After review and discussion, Commissioner Mendenhall made a motion to sign and approve the Ag exemption for Natalie Powell. Commissioner Smith seconded and voting was unanimous. The motion passed.

Ray McDougal's property is out by the Drive and has 8.22 acres behind his home. This is a new application and he has a contract this year for a horse breeding business. This will be grazed for 30 – 45 days. After review and discussion, Commissioner Mendenhall made a motion to sign and approve the Ag exemption for the north end going east from the drive in for Barques LLC. Commissioner Smith seconded and voting was unanimous. The motion passed.

Memorandum of Understanding: Bradley would like to enter into a contract with the City of Rexburg for the commercial and mechanical permitting for the next two months. In July, David Decker will begin doing the inspections and will become certified. The City will take the permit fee. They will give monthly and annual reports.

Commissioner Mendenhall made a motion to approve and accept the Memorandum of Understanding with the City of Rexburg for commercial and mechanical purposes. Commissioner Smith seconded and voting was unanimous. The motion passed.

Findings of Fact - Comprehensive Map Change February 27, 2020:

Bradley showed the property near the Archer/Lyman School. The request would like to change from Agriculture to Rural Cluster. Cindy Andrus owns the property and her daughter would like to build a home. Commissioner Smith asks why we aren't doing the whole section of neighbors, Bradley also would like to see this also and as they work on the new comp plan they will be considering the whole corridor and not divide up the parcel.

After review and discussion, Commissioner Smith made a motion to sign and approve the Findings of Fact for the Comprehensive Map Change on February 27, 2020. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Findings of Fact - Zone Change February 27, 2020:

After review and discussion, Commissioner Smith made a motion to sign and approve the Findings of Fact for the Zone Change dated February 27, 2020. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Vehicle discussion:

Bradley reported on a vehicle for D7. Jess Tanner will begin making the monthly payment from the D7 account. Sam Butikofer was present and shared estimates for a Coroner vehicle from Taylor Chevrolet. The proposal was submitted to Bradley which was just under \$40,000. It would need to be outfitted and would fit 2 decedents with the needed air conditioning which would make it just over \$42,000. Sam has had 24 cases this year to date. He explained Fremont and Clark County would be interested in a share option for the vehicle. COVID-19 has shown that the variables are changing, as well as population growth. Commissioner Mendenhall would like to support the Coroner in locating a vehicle. Bradley gave information on a used vehicle that could be outfitted at a cheaper price.

Commissioner Mendenhall made a motion to support the Coroner with this purchase this vehicle and encourage other counties to rent from Madison to help make the payments. Commissioner Weber seconded and voting was unanimous.

Kristine Rose Hardship Exemption:

Kristine was present and copies of her request were emailed to Commissioners. The request is for the second half due in June. A favorable finding, but the tax isn't yet due. This will be considered. Not prudent to approve.

After review and discussion, Commissioner Mendenhall made a motion to not approve the request from Kristine Rose until the tax is due, but will be readdressed. Commissioner Smith seconded and voting was unanimous. The motion passed.

Executive Session, Idaho Code § 74-206(1)(b) employee matters- Sheriff's Office, Ann Marie Sorensen, Indigent Clerk, (j) contract matters:

Commissioner Weber made a motion to go into Executive Session at 10:31 a.m. Commissioner Mendenhall seconded the motion. A roll call vote was taken as follows: Commissioner Weber – yes, Commissioner Smith-yes, Commissioner Mendenhall - yes. The motion passed.

Commissioner Weber returned the County Commissioner meeting to open session at 11:30 a.m. After review and discussion, Commissioner Mendenhall made a motion to sign a Lien Case No. 20120013 and a Denial on Case No. 2020011. Indigent Non-Medical: Sign an Approval on Case No. N2020004. Commissioner Smith seconded the motion. The motion passed.

Dana Izatt, Presentation of 2019 audit:

Dana presented the 2019 audit. He reviewed the Management report. Commissioner's asked questions. Trust accounts were discussed and Dana encourages the county to reduce the amount of trust accounts.

Review and sign: Representation letter:

After review and discussion, Commissioner Weber made a motion to accept the audit and sign and approve the Searle Hart representation letter. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Keith Davidson Review and sign: TO Engineers, Inc. for Airport snow removal equipment and FAA Airport Grant:

Keith is asking for signature on a grant application for snow removal equipment for the airport. This needs to be housed indoors and they are working on a solution.

After review and discussion, Commissioner Mendenhall made a motion to sign and approve the TO Engineers, Inc. Agreement for Airport snow removal. Commissioner Smith seconded and voting was unanimous. The motion passed.

FAA requires we submit and renew the application for federal assistance every 3 years.

After review and discussion, Commissioner Smith made a motion to sign and approve the FAA Airport grant. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Commissioners discussed the current situation with COVID-19. Commissioner Mendenhall made a motion to approve the following: Out of an abundance of caution, and to be good citizens, Madison County is suspending non-essential activities and meetings. Essential and time sensitive services will continue. At this time, The County Administration Building will be locked with admittance by appointment only. This will be in effect from March 24, 2020 through April 5, 2020. Department heads will need to evaluate the needs of their offices and adjust the schedules as needed for safety concerns. Employees will be paid for time off. It is expected employees should shelter in place. Commissioner Weber seconded and voting was unanimous. The motion passed.

There being no further business Commissioner Mendenhall made a motion to adjourn the meeting at 1:33 p.m. Commissioner Weber seconded and voting was unanimous. The motion passed.

Approved:

Jon O. Weber, Commission Chairman

Todd Smith, Commissioner

Brent Mendenhall, Commissioner

Attest: Kim Muir, Clerk