

**Madison County
Commissioner Meeting Minutes
October 22, 2018**



Attendees:

Jon Weber, Commissioner
Todd Smith, Commissioner
Brent Mendenhall, Commissioner
Troy Evans, Deputy Prosecuting Attorney
Kim Muir, County Clerk

Brit Raybould was present and announced the legislators would be in Rexburg Tuesday at the flight museum and on Wednesday in Sugar City.

Invocation was given by Troy Evans
Pledge of Allegiance
Public Comment. There was no one present for public comment.

ACTION ITEMS:

County Business:

Board and Committee Reports—none.

Calendar Discussion.

Next meeting: November 13, 2018

Calendar meeting with Legislators. This meeting was scheduled for December 10, 8:00 a.m. at Frontier Pies.

Contracts/Documents. Action Items

Review and sign: YESCO Relocation Agreement. The agreement is still being reviewed by YESCO and will be placed on a future agenda.

Review and sign. Idaho Office of Emergency Management grant award

After review and discussion, Commissioner Mendenhall made a motion to approve and sign the Idaho Office of Emergency Management grant award. Commissioner Smith seconded and voting was unanimous.

Routine Matters. Action Items

After review and discussion, Commissioner Mendenhall made a motion to approve the claims presented by the Clerk in the amount of \$77,752.34 with \$39,355.80 coming from the general fund. Commissioner Smith seconded and voting was unanimous.

After review and discussion, Commissioner Smith made a motion to approve and sign the Commissioner Meeting Minutes of October 15, 2018. Commissioner Mendenhall seconded and voting was unanimous.

Personnel Actions, Action Item.

After review and discussion, Commissioner Mendenhall made a motion to approve the personnel actions as well as the merit increases. Commissioner Weber seconded and voting was unanimous.

Idaho Code § 74-206(1)(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 Weber, Commissioner Smith-yes, and Commissioner Mendenhall-yes.

Commissioner Weber returned the County Commissioners to open session at 9:25 a.m. After review and discussion, Commissioner Smith made a motion to sign Lien Releases on Case No. 2018015, 2018019, and 2018021, sign Lien on Case No. 2019003, sign Denial on Case No. 2018030 and sign Approval on Case No. 2019002. Commissioner Weber seconded and voting was unanimous.

Ann Marie Sorensen, Indigent Clerk, decision on indigent payoff.

Commissioner Mendenhall made the motion to accept 50% of the current balance as payment in full of the indigent case. Commissioner Smith seconded and voting was unanimous.

Paul Meggio.

Bonneville County is the fiscal agent for the Mental Health Courts. Madison and other counties have direct impact to sign as a vehicle to express concerns. The difference in the contract this year is the dates and the price of what they are offering Eric Olsen as Coordinator/District Manager of the Mental Health Courts, including Juvenile Mental Health Courts. There is an increase in his contract pay, but he has not had an increase for 7 years.

After review and discussion, Commissioner Mendenhall made a motion to sign and approve the Personal Services Agreement for the Mental Health Court District Manager. Commissioner Smith seconded and voting was unanimous.

Ilene/ Ann Marie, Review and discussion of new employee packet.

Ilene and Ann Marie presented a new employee packet they created to formalize the new hire procedure. They asked Commissioner Weber to write a letter welcoming new employees to include in the packet. This packet will also be given to seasonal and part-time employees. Ilene showed a flow chart she created for the Sheriff's Office and offered to make one for county employees. Paperwork for departments needing specialized training will also be included in the packet for the departmental supervisor to continue training.

Bradley Petersen, Sign and approve proposed development for the Preserve at Henry's Fork.

Gary Schnell was present for The Preserve at Henry's Fork and explained they are creating a development with interest and character would like to put in street lights and signage they will maintain as part of the HOA. They will place wood posts and street lights. A development agreement was drawn up which outlines what the development and county is expected to provide. There will be a nice entry that will also be included in the development agreement. They have an agreement with the irrigation district to pipe the irrigation ditch and maintain.

After review and discussion, Commissioner Smith made a motion to sign and approve the Development Agreement for The Preserve at Henry's Fork. Commissioner Mendenhall seconded and voting was unanimous.

Grant writer.

The City approached Bradley to see if the County would like to obtain a joint grant writer. The county is currently working with Sharon Pirente to write grants. The desire would be to have a grant writer do the research and make contacts to learn of possible funding opportunities. This will be further discussed at the department head meeting.

Cindy/Reo and Horrocks Engineering. Bid review and discussion on South Frontage Road bridges.

Kelly Hoopes with Horrock's has made phone calls and opened up the option to bid the bridges constructed of aluminum or concrete. Contech and True North were bid using aluminum construction and Old Castle was concrete. Contech was the apparent low bid for both the Liberty Park Structure and Bannock Jim Structure. Contech would supply an aluminum footer which Kelly is comfortable with. The number on the Bannock Jim Structure is not firm as they may need additional fill. Old Castle will cast the wing wall.

Commissioner Mendenhall made a motion to accept the bid on the Liberty Park Structure from Con Tech and the Liberty Park wing wall from Old Castle for a total of \$68,721. Commissioner Smith seconded and voting was unanimous. The motion was amended to include: As long as Con Tech and Old Castle can collaborate and have the amounts accepted as noted, and Kelly has all the information needed.

Upon further information and review by Kelly Hoopes, Commissioner Smith made a motion to rescind the previous motion as further clarification is needed, because it appears some of the bids were incomplete. No bids will be accepted at this point, and this will be placed on an agenda for next Monday to give Kelly Hoopes time to thoroughly review the bids and see which are complete and not complete. The Contech bid excludes the head wall and the Old Castle includes the head wall and was not broken out separately. Kelly will talk to them to see if it can be broken out separately. They will need to check on a few things – will get back to us next week. Commissioner Mendenhall seconded and voting was unanimous.

The Con Tech bid specifies 30 days to accept their bid.

Paul Sorensen: County computer system breach debriefing.

Paul explained the breach came in through the title company's portal. In the future he will run remote apps to the title companies which will be less user friendly, but this is a service the county offers. Commissioners ask how secure the county is and what happens to the county system if Paul and Jason both leave. Paul states they will not both leave and Computer Arts will still come in and help. The county has a software agreement with them. Possibly switching to Google Sweep Mail for security purposes was discussed. Paul reports that ransom ware last year was a one billion industry, but feels it is more like four billion. There was no personal information taken. IT is currently looking at another agency that can help us with more of a security shield.

Department Head Meeting.

The computer hacking was discussed. Paul asked that we not open any emails from anyone we don't know and this was a frustrating time for all involved. It happened over a holiday. Commissioners explained that all hands need to be on deck in an emergency. If Department Heads and Elected Officials can't be available we need to have someone on call.

Cell phones for county employees were discussed. For the most part employees need to buy phones and the county will pay a stipend, or the plan amount. Departments can do this one way or the other.

The county can save money with a plan because the county gets the government discount where this does not apply if we do a stipend.

Merit step increase procedure: The forms for merit step increases were emailed. Everyone is to have them back to Kim by October 29, 2018 to go into effect the first payroll of November.

Insurance wrap up: Department heads work with employees to ensure everything is complete and all insurance deductions are correct on paychecks.

Grant writer needs were discussed. Jared would like to have a grant writer available to search grant opportunities and write grants.

County car use was discussed. If you take a county car there is no reimbursement for mileage. No smoking and phone use policies while in county car was also discussed.

Increases to the employee dependent portion of the insurance premium were discussed. Those in attendance were informed that we look at other companies and compare rates every year. There have been increases to the county premiums and small increases to the dependent portions of those premiums have to increase to stay within budget.

Kirk announced the County party at Fat Cats on December 6, 2018, from 6:00 p.m. to close. Dinner will be served and movies will be available for employees of the county.

Commissioner Smith made a motion to adjourn at 1:20 p.m. Commissioner Weber seconded and voting was unanimous.

Approved:

Jon O. Weber, Commission Chairman
Todd Smith, Commissioner
Brent Mendenhall, Commissioner

Attest:
Kim Muir, Clerk