



**Madison County  
Commissioner Meeting Minutes  
October 25, 2021**

**Attendees:**

**Todd Smith, Commissioner Chairman  
Brent Mendenhall, Commissioner  
Douglas Smith, Commissioner  
Troy Evans, Deputy Prosecuting Attorney  
Kim Muir, County Clerk  
Sue Bagley, Deputy Clerk**

**ACTION ITEMS**

This meeting was streamed electronically.

Pledge of Allegiance: All

Invocation: Brent Mendenhall

Public Comment: There was no public comment today.

**Calendar Items:**

Commission meetings for November will be held Monday, November 8, 2021 and November 22, 2021.

December meetings will be on December 6, 2021 and December 20, 2021.

IAC Fall Institute in Island Park is November 16, 2021.

**Discussion Items:**

**Contracts/Documents:**

**Review and sign: Idaho Office of Emergency Management**

After review and discussion, Commissioner Doug Smith made a motion to approve and sign the Subrecipient Agreement with Idaho Office of Emergency Management for \$55,988. Commissioner Mendenhall seconded and voting was unanimous. The motion passed. These funds are divided by thirds and distributed to Rexburg Police Department, Madison Fire District and Madison County Sheriff's Office. The state will take a seven a percent admin fee.

**Review and sign: Idaho State Police grant award**

After review and discussion, Commissioner Doug Smith made a motion to sign the grant award of \$12,500 with the Idaho State Police to the Madison Sheriff's Office. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

**Review and sign: Annual Report for IDJC Juvenile Probation**

After review and discussion, Commissioner Mendenhall made a motion to sign the annual report for Idaho Juvenile Justice Report. This is a statistical report. Commissioner Doug Smith seconded and the voting was unanimous. The motion passed.

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**Routine Matters: Action Items**

After review and discussion, Commissioner Doug Smith made a motion to approve the claims presented by the Clerk. The General Fund total claim amounts were \$540,583.28. The grand total of claims was \$6,245,643.46. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Doug Smith moved to approve the end of year adjustment claims. These claims were previously approved in the 2020-2021 budget public hearing but are being signed today. Commissioner Mendenhall seconded. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve the Commissioner meeting minutes of September 13, 2021. Commissioner Todd Smith seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve the Commissioner meeting minutes of October 4, 2021. Commissioner Doug Smith seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Todd Smith made a motion to approve the Commissioners meeting minutes of October 12, 2021. Commissioner Doug Smith seconded and voting was unanimous. The motion passed.

**Personnel Actions :**

After review and discussion, Commissioner Doug Smith made a motion to approve the Personnel Actions except for the Prosecutors Office Mindy Gee because it still needs information provided in it. Commissioner Mendenhall seconded and the voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve the Personnel Action for Mindy Gee, as it was completed while in meeting. Commissioner Doug Smith seconded and the voting was unanimous. The motion passed.

Executive Session Idaho Code §74-206(1)(b) employee matters. Chairman Todd Smith made a motion to go into Executive Session at 9:32 a.m. Commissioner Brent Mendenhall seconded. A roll call vote was taken as follows: Commissioner Todd Smith – yes, Commissioner Mendenhall – yes, Commissioner Doug Smith - yes. The motion passed. Commissioner Todd Smith returned to open session at 10.04 a.m.

**DMV Fee increase:** Shawn is proposing a fee increase of \$2 for DMV administration fees. He submitted a projection sheet for the commissioners to review. The last fee increase was in 2014. Legal counsel has helped him write a resolution. He would like to hold the public hearing in November. This will be in line with neighboring counties. He is still doing transactions by appointment only and they are very busy. Commissioners are in favor of a hearing to increase the fee for DMV. This will be heard on November 22, 2021.

Shawn reported his new part-time employee in the Assessor's Office has found 31 properties who have been receiving home owner's exemption inappropriately.

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**Planning & Zoning fee change:** Gary Armstrong is proposing increases in Planning & Zoning fees. The fee schedule is included in the minutes. Commissioners are in favor of a hearing to increase the fee for Planning and Zoning. This will be heard in November or December 2021.

**Building Department fee change:** David Decker discussed changes to the inspection fees. He reviewed the current fees and his proposed increases. He is proposing to charge an initial fee for accessory structure and a fee for non-accessory buildings. Neighboring Counties are using this same formula for plan reviews fees.

Commissioners are in favor of holding a Public Hearing to adjust the building fees and the upfront fee for building application review and building inspections.

Commissioner Mendenhall made a motion to amend the agenda to consider the MOU with the City of Rexburg and the County Building Department. This is a non-controversial matter. Commissioner Doug Smith seconded and the voting was unanimous. The motion passed. This item was on the last agenda and Mr. Decker was unable to attend.

Commissioner Mendenhall made a motion to approve the Memorandum of Understanding with the City of Rexburg regarding building inspection backup. Commissioner Doug Smith seconded and the voting was unanimous. The motion passed.

**Ground Water District:** The district has requested the County Treasurer collect their fees which they can do by law. After review and discussion, Commissioner Doug Smith made a motion to sign the Ground Water District charges for 2021. Commissioner Mendenhall seconded and the voting was unanimous. The motion passed.

**GIS Review with Commissioner the redistricting maps:** The final results of the census have not been released, but the department has drawn in any new buildings and they keep a running total of the population. The Commissioner districts have grown somewhat equally and will not require much change. These will still need to be checked against the final census maps, when released, to confirm.

**West side frontage road:** Brad Linford, Kelly Hoopes, Cindy Roberson were present to discuss the right-of-way purchases for the West Side Frontage Road. There are a lot of unknowns so the report submitted to the Commissioners are estimates. Richard Wilcox will need to be paid out for the improvements to the canal and his ditches. Cost of the land has increased, but the cost of construction has gone down. They are seeking direction from the County Commissioners for the allocation of funds for other projects to cover the cost increase in land prices for this project. He will send the appraisal reports to the Commissioners for their review.

**Hibbard speed limits:** Gary Purse voiced his appreciation for the new speed signage in Hibbard. He is asking for the speed signs showing the driver's speed with the speed limit. He is hoping to have one of these signs placed near the Hibbard School. Cindy is currently filing for a grant for these signs for each of

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the rural schools in the county. Mr. Purse has committed to help raise the funds for half the cost of signs and the county will match.

**Employee Recognition:** Certificates were presented to the following:

20 years: Cameron Stanford Sheriff's Department

15 years: James Hymas, Ben Mattson, Tri County Probation

10 years: Whitney Hansen, Chad Brokens and Brian Eckman, all from the Sheriff's Department

5 years: Sonya Gardner - Solid Waste, Lori Hoover - Assessor's Office, John Nielsen - Sheriff's Department

**Department Head and Elected Official Meeting:**

Troy Evans reviewed hiring procedures and legal ramifications throughout the county. He discussed interview questions, and questions that can and cannot be asked during the interview process.

Ann Marie Sorensen reviewed the personnel actions forms and asked the changes be made with the pay period. Commissioners instructed Ann Marie to send them back to the department heads if they are not filled out properly.

Insurance is paid for a month in advance, so the October payroll deduction included two months of premiums. The November payroll will be back to normal and employees will see their raises. Commissioners considered the health insurance options carefully and thought long and hard about the insurance decision. This year's decision was a difficult one. The employees picked up 35% of the increase with the county paying the remaining 65%.

Commissioner Doug Smith discussed where the ARPA Funding has gone and what is still available. He had information on how to apply and what State Department to apply to. He reminded department heads to have a plan and keep good records if funding is applied for reporting will be required after it is spent.

Commissioner Mendenhall discussed the increased mental health issues. He would like to form a committee within the county to make help available to county employees. He asked departments to be thinking of an employee from each department to serve on this committee. Jessica Tanner suggested mandatory mental health training for departments heads.

Holiday scheduling: A new state and federal holiday as of 2021 is Juneteenth. Commissioners are giving the Friday after Thanksgiving off this year to make up for the Juneteenth holiday that was not observed because of such short notice. Some offices that are required to stay open will remain open on that day but with a skeleton crew. Because of the short notice received, appointments were already set up and could not be cancelled to take the holiday this year.

Departmental reports will be scheduled for Department Heads to report to Commissioners periodically.

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Jared Arnold, Building and Grounds Department Head, reported he has been unable to hire an individual to clean the Administration Building as a part-time. He will be hiring a full-time employee. Commissioners approved hiring for this position.

Commissioner Todd Smith discussed with the board concerning the hiring someone part-time with an accounting background to help the departments to apply and report the ARPA funding.

Commissioner Todd Smith made a motion to adjourn at 2:18 p.m.

Approved:

Todd Smith, Commission Chairman  
Brent Mendenhall, Commissioner  
Douglas Smith, Commissioner

Attest:

Kim Muir, County Clerk