



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

**Madison County
Commissioner Meeting Minutes
October 24, 2022**

Attendees:

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

ACTION ITEMS

This meeting was streamed electronically.

Pledge of Allegiance: By all

Invocation: Troy Evans

Dustin Parkinson was present for the meeting

Calendar Discussion:

Thursday, October 27, 2022 Tour of the Sugar City area of Impact and lunch 11:00 a.m.

Next Commission Meetings: November 4 to sign paperwork, November 14 and November 28, 2022.

IAC Fall Conference – Residence Inn, Idaho Falls, December 6-7, 2022.

Holiday schedule Commission Meetings: December 12 and 20, 2022.

December 14, 2022 – Commissioners will buy dinner for P&Z Commission this night.

Discussion Items:

Sending of Christmas cards. A list will be compiled of those to send a card to.

Employee Committee:

Each department should have at least one committee member from their office to serve for a three-year term.

Contracts/Documents:

After review and discussion, Commissioner Mendenhall made a motion to approve Diamond H Acres Subdivision findings of fact. Commissioner Todd Smith seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve and sign the Lease Agreement with Quadient for postage machines. Commissioner Doug Smith seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Doug Smith made a motion to approve the Energy Model Certification for Lewis Corporation. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve the 2022 Budget finalization sign off and move listed funds forward. Commissioner Doug Smith seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Doug Smith made a motion to approve the Professional Services Contract with Rigby, Andrus, Rigby Law Offices for conflict public defense work. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve Cabinet Purchase Agreement, with Intermountain Design for Courts, Building Dept., Extension Office. Commissioner Doug Smith seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to ratify signing of a Change Order on Transfer Station Building. Commissioner Doug Smith seconded and voting was unanimous. The motion passed.

Routine Matters:

After review and discussion, Commissioner Doug Smith made a motion to approve the claims presented by the Clerk. The grand total of claims was \$1,414,959.78. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Doug Smith made a motion to approve the meeting minutes of September 19, 2022 and October 11, 2022. Commissioner Todd Smith seconded and voting was unanimous. The motion passed.

Personnel Actions:

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

Certificates of Residency: After review and discussion, Commissioner Mendenhall made a motion to approve the Certificates of Residencies for Dallin Robinson, Isabella Michelsen and Clara Rose. Commissioner Doug Smith seconded and voting was unanimous. The motion passed.

Bradley Petersen, Contract Approval on RFP:

Madison County has recently completed a comprehensive flood mitigation prioritization project under a FEMA Cooperating Technical Partners (CTP) grant totaling \$175,000 that identified and prioritized future mitigation projects. One of these high-priority opportunities included the possibility of large, short-term diversions of Teton River flood waters into multiple large gravel pits in and around the Teton River near Teton, Idaho, to reduce the peak discharges under flood conditions. The Madison County pit is the largest pit at approximately 56 acres.

The overall intent of this project is to characterize magnitude of reduction of Teton River peak discharges from short-term storage and infiltration of flood waters to local gravel pits and to eliminate or reduce flooding in nearby Sugar City and Rexburg. Phase I contracting would largely be focused on general pit characterization and developing a preliminary Infiltration Study Work Plan. It would also include working with the Idaho Department of Water Resources. There is an anticipated Phase II that is a general sequence of anticipated work activities which will likely be adjusted following Phase I contracting.

After review and discussion, Commissioner Mendenhall made a motion to approve moving forward with Phase I. Commissioner Todd Smith seconded and voting was unanimous. The motion passed.

Gary Armstrong, P&Z:

Tyler Thueson – CUP Findings of Fact for Accessory Building with living space. The applicant has applied for a Conditional Use Permit to construct an accessory building with living space on their 9.699 Acre lot at 2738 W 4000 N, Rexburg.

After review and discussion, Commissioner Todd Smith made a motion to approve the application from Tyler Thueson for a Conditional Use Permit for an accessory building with living space as proposed in application materials received August 29, 2022. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Kenneth & Marsha Craner - CUP Findings of Fact for Accessory Building with living space. The applicant is applying for a Conditional Use Permit to construct an accessory building with living space on their 1 Acre lot at 9828 S 400 W, Rexburg.

After review and discussion, Commissioner Mendenhall made a motion to approve the application from Kenneth and Marsha Craner for a Conditional Use Permit for an accessory building with living space as proposed in application materials received August 23, 2022. Commissioner Doug Smith seconded and voting was unanimous. The motion passed.

Cindy Roberson, Revolution Financial Management:

Morgan, from Revolution Financial Management, presented his desire to provide employees of Madison County personal finance education. Transamerica is their parent company and they would provide education on short/long term savings, life insurance, wills, living trusts and how to reduce taxation. He would like to meet employees in person initially and then through Zoom

for future educating. Commissioner Todd Smith recommended that the information be given to the employee committee chair to decide with the committee whether to pursue this opportunity or not.

Sam Butikofer, Follow up from Coroner 4-year plan:

Sam attended Sugar City Council meeting about acquiring property for future Coroner's office space. Madison County Commissioners will write a letter of intent to Sugar City for the property. Whether the property will be donated or sold at initial parcel price bought by Sugar City has not been decided yet.

Kirk Mace, Sign IDJC yearly reports:

Kirk presented a yearly report from October 1, 2021-September 30, 2022 on number of kids on diversion or probation and the number of crimes and felonies. Commissioner Mendenhall thanked Kirk and his staff for all the time and effort spent with the kids in the program.

After review and discussion, Commissioner Todd Smith made a motion to approve the signing of the IDJC yearly reports. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Ann Marie Sorenson, discussion and decision regarding HRA funding:

The HRA fund has a surplus due to conservative budgeting.

After review and discussion, Commissioner Mendenhall made a motion to increase each tier of HRA funding by \$500. Commissioner Todd Smith seconded and voting was unanimous. The motion passed.

Angie Moffat, approval for Ground Water District charges:

Angie presented annual approval for Ground Water District charges.

After review and discussion, Commissioner Doug Smith made a motion to approve Madison County Ground Water District charges. Commissioner Todd Smith seconded and voting was unanimous. The motion passed.

Employee Recognition: The following employees were recognized for their years of service to the county: Troy Evans 20 years – Prosecutors Office, Robert Siddoway 10 years – D7, Kevin Grant and Ronald Russell 5 years – Road and Bridge.

Madison County Department Head Meeting:

Employee Committee, Length of term. The Employee Committee was discussed and the length of term each committee member should serve. There is much more than party planning the committee takes care of such things as employee benefits, recognizing employees and reviewing possible new benefits.

Clerk's Office matters. The following items were discussed: The Clerk's Office will begin making phone reimbursements quarterly, paying small charges with bank cards was encouraged, those present were asked to ensure there are invoices included with all claims and to watch budgets especially at year end. Budgets can't go over by law.

Commissioner Mendenhall requested that as the fleet automobiles are used, to make sure they are returned clean and filled with gas.

Executive Session: Employee and indigent matters. Chairman Todd Smith made a motion to go into Executive Session at 1:20 p.m. Idaho Code §74-206 (1)(b) employee matters, (d) exempt records - AnnMarie Sorensen, Indigent Clerk and (f) litigation matters. A roll call vote was taken as follows: Commissioner Todd Smith – yes, Commissioner Mendenhall – yes Commissioner Doug Smith – yes. The motion passed. Commissioner Smith returned to open session at 2:20 p.m.

Discussion and decision on Edstrom Construction: Edstrom Construction proposed a CUP appeal for formal determination regarding mediation.

Two weeks ago, there was discussion regarding an appeal received on the CUP application for Edstrom Construction held by the P & Z Commission. The appeal also requested that Commissioner Todd Smith recuse himself as he has had dealings with Edstrom in the past. There was also a request for mediation.

Commissioner Todd Smith announced he has decided to recuse himself because of perceived bias even though he does feel he could be unbiased, and he turned the meeting over to Vice Chair, Commissioner Mendenhall.

Regarding the property at 2330 W 4300 S., and after review with legal counsel, a public hearing will be held November 28, 2022 at 5:30 p.m. There will be no mediation held. It will be addressed in a full hearing. The zone change will be addressed as well as the looming deadline.

Commissioner Doug Smith made a motion to adjourn the meeting at 2:25 p.m. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Approved:

Todd Smith, Commissioner
Brent Mendenhall, Commissioner
Doug Smith, Commissioner

Attest:
Kim Muir, County Clerk