



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

**Madison County  
Commissioner Meeting Minutes  
January 23, 2023**

**Attendees:**

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

**ACTION ITEMS**

This meeting was streamed electronically.

Pledge of Allegiance: By all

Invocation: Commissioner Parkinson

**Calendar Discussion:**

Next Commission Meetings: February 13 and 27, 2023

IAC Meetings: January 30-February 2, 2023

**Schedule of Commissioners:**

**Discussion Items:**

Claims process—claims would be better left in the clerk's office for review. Options for the claims will be further reviewed.

**Concerned Surface Water Users:**

Russ Luthy has concerns and has visited with other canal boards. His concern is how to deal with new subdivisions and accommodate farmers and homeowners? Canal boards will be asked to get together and come up with ideas and then come and present to the Commissioners regarding use of water.

**Vehicle Policy:**

A draft will be introduced today during Department Head meeting for a more specific vehicle policy. An issue with a county vehicle was discussed and a revised vehicle policy was distributed for review and discussed. County vehicles are to be used only for County business. They are not to be used for personal use. There is a drop box to leave the keys in if you return later at night. The cars need to be returned clean and filled with gas.

**Appoint Fair Board Member:**

After review and discussion, Commissioner Smith made a motion to approve appointing Dan Hanna as a Fair Board Member. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

**Contracts/Documents:**

After review and discussion, Commissioner Parkinson made a motion to approve Madison Soil and Water Conservation District Letter of Support. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

**Amend Agenda to include GOVQA Contract:**

Commissioner Mendenhall made a motion to amend the Agenda to include the GOVQA Contract. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Parkinson made a motion to approve the GOVQA contract. Commissioner Mendenhall seconded and voting was unanimous. The motion passed. This contract matter was non-controversial.

**Polling Places:**

After review and discussion, Commissioner Mendenhall made a motion to approve the polling places for the March 14, 2023 election. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

**Routine Matters:**

After review and discussion, Commissioner Parkinson made a motion to approve the claims presented by the Clerk. The grand total of claims was \$1,156,985.70. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

**Review and sign:** Commission meeting minutes from December 7, 2022, January 3, January 9 and January 10, 2023. After review and discussion, Commissioner Mendenhall made a motion to approve the meeting minutes of December 7, 2022 and the meeting minutes of January 3, 2023. Commissioner Smith seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Parkinson made a motion to approve the meeting minutes of January 9, 2023, and January 10, 2023. 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>
<b>Solid Waste:</b>			
Baylee Majors			No Longer Part Time
Brandon Ricks	Waste Tech	\$19.78/hr.	New Hire
<b>Commissioners:</b>			
Dustin Parkinson	Commissioner	\$41,930/Year	Newly Elected

Doug Smith Commissioner Resignation

**Building & Grounds:**

Kinley Bischoff Janitorial \$15.98/hr. Promotion

**Fair Grounds:**

Amanda Stubbs \$13.50/hr. Rehire

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

**Certificates of Residency:**

After review and discussion, Commissioner Parkinson made a motion to approve the Certificates of Residency as received for Braderick Wasden, Becca Ward, Payton Dennis, Sarah Mace and Elwin Bunatao. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

**Public Comment:** There was no one present to comment.

**Executive Session:** Executive Session Idaho Code § 74-206(1) (b) employee matters, (d) exempt records, Ann Marie Sorensen, Indigent Clerk. A roll call vote was taken as follows: Commissioner Smith – yes, Commissioner Mendenhall – yes Commissioner Parkinson – yes. The motion passed. Commissioner Smith returned to open session.

**Carlos Aponte, Insurance Discussion:**

Carlos wants us to be able to maximize more of Madison Memorial’s facilities by sharing analytics, cost containment measures and engaging employees with different tools to save them money like prescriptions. This will be adding on to the current plan already in place. Moved to February 13, 2023 agenda to have more time to show power point presentation.

**Board of Equalization:**

Commissioner Smith made a motion to recess County Commission meeting. Commissioner Parkinson seconded and voting was unanimous. The motion passed. Commissioner Smith made a motion to convene Board of Equalization. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

Assessor Shawn Boice, Gary Wight, Gary Shewey and Kevin Franck were sworn in to give testimony. The Board of Equalization hearing was recorded.

**Gary Wight home:**

Gary Wight finished building his new home mid-year 2022. Gary presented a picture of the exterior of his home and pictures of homes around him with their assessed values. Gary and Kevin said they look at comparable sales to determine their evaluations and can’t use assessed values since they are older by a few years. Commissioner Mendenhall said he would like to see us take advantage of making an adjustment for the shop and leave the value of the home where it is. Mr. Wight can then appeal to the State Board of tax appeals if he chooses. The

Commissioners will re-visit this matter later on today after more information is received from then Assessor's office.

**Return to Commission Meeting:**

Commissioner Smith made a motion to recess Board of Equalization. Commissioner Mendenhall seconded and voting was unanimous. The motion passed. Commissioner Smith made a motion to reconvene County Commission meeting. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

**Shawn Boice:** Tax Credits for Madison Memorial Hospital and Rexburg Medical Center, Wood Crossing LLC discussion, County Ag Exemptions and Developer's Exemption

Wood Crossing LLC parcel was taxed as a building lot but has not previously been done that way for a few years. An appraiser in the Assessor's office re-assessed the lot for what it actually was, a 1-acre lot, but Chris Wood requested a parcel reconfiguration in 2016 and Shawn combined the parcel into one lot. Moving forward it will be assessed like the other dry ground.

After review and discussion, Commissioner Parkinson made a motion to forgive penalties and interest and split the remaining taxes in half with Wood Crossing LLC and Madison County making Wood Crossing LLC responsible for \$355.91. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

**Juniper Sands Properties LLC:**

After review and discussion, Commissioner Mendenhall made a motion to approve a site improvement exemption for Juniper Sands Properties LLC. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

**Joel Jenkins:** After review and discussion, Commissioner Parkinson made a motion to approve the Ag Exemption for Joel Jenkins. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

**Justin and Natalie Taylor:** This home is on 4.5 acres in the Burton area and 3.5 acres are being farmed. A discussion was had on the ag exemption. After review and discussion, Commissioner Mendenhall made a motion to approve the Ag Exemption on 3.5 acres for Justin and Natalie Taylor. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

**Ryan Goodman:** Mare/Colt/Horse operation within a 7.13-acre parcel. Shawn personally inspected electric fences. Asking to grant what has happened in years past. After review and discussion, Commissioner Parkinson made a motion to approve Ag Exemption for Ryan Goodman. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

**Peterson Family Trust:** Property on 40 acres, but only one out of the three parcels are being farmed. After review and discussion, Commissioner Parkinson made a motion to approve Ag Exemption

for Peterson Family Trust for parcel #6004 and denied the request for parcel #6003 and #6005. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Shawn Boice property: 3.25 acres total. Raises calves for 4-H that they sell, raises hay. Shawn applied in the past, 1-acre parcel for home, the rest requested for Ag. After review and discussion, Commissioner Mendenhall made a motion to approve the Ag Exemption on 2.25 acres for Shawn Boice. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

**Board of Equalization:**

Commissioner Smith made a motion to recess County Commission meeting. Commissioner Parkinson seconded and voting was unanimous. The motion passed. Commissioner Smith made a motion to reconvene Board of Equalization. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Shawn's values have been sent to Gary Wight reflecting 231 sq. ft. being removed from finished sq. footage of the house leaving 4304 sq. ft. to base value. Commissioner Smith made a motion to change the values on the Wight home to land valued at \$100,000, shop valued at \$130,000, lean-to valued at \$12,092, and home valued at \$911,860 for a total of \$1,153,952.00. Commissioner Mendenhall seconded and voting was unanimous. The motion passed. A letter will be sent to Mr. Wight of the Commissioner's decision.

**Return to Commission Meeting:**

Commissioner Smith made a motion to recess Board of Equalization. Commissioner Mendenhall seconded and voting was unanimous. The motion passed. Commissioner Smith made a motion to reconvene County Commission meeting. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

**Sam Butikofer:** Year-end Coroner report

Sam presented his annual Coroners report for 2022 for number of investigations. Office space for Sam to meet with families was also discussed.

**Deanna Poulsen:** Discussion regarding Edstrom Gravel Pit Request for Reconsideration.

There has been a change in Commissioner's since the last discussion. Legal counsel Spencer Rammell pointed out that even though Commissioner Parkinson was in attendance for the last meeting, he was there as a public citizen and should not rely on things he heard as a public citizen and therefore will need time to review the record.

After review and discussion, Commissioner Mendenhall made a motion to approve Edstrom Gravel Pit request for reconsideration. Commissioner Parkinson seconded and voting was unanimous. The motion passed. Commissioner Smith was recused as he had a conflict of interest.

A tentative date of March 13, 2023 to be put in at the end of the Commission Meeting agenda, was set for another public hearing.

**Employee Recognition:**

Lyle Rasmussen-Sheriff's	25 Years
John Virgin-Sheriff's	20 Years
Pam Hollist-Sheriff's	15 Years
Jesse Gleason-Sheriff's	10 Years
Brent Mendenhall-Commission	5 Years
Shannon Lewis-Mosquito	5 Years
Devon Graves-Sheriff's	5 Years

**Department Head Work Meeting:**

Vehicle use

An issue with a county vehicle was discussed and a new vehicle policy was distributed for review and discussed. County vehicles are to be used only for County business. They are not to be used for personal use. There is a drop box to leave the keys in if you return later at night. The cars need to be returned filled with gas and clean.

Travel policy

Employees should get approval from a supervisor before making travel plans. Per diem and use of county cards was discussed.

Holiday pay

Those working 10- hour days versus those working 8-hour days were discussed on holiday pay. Commissioners determined those working 4 - 10-hour days should receive 10 hours for holiday pay and those working 8 - 5-hour days will receive 8 hours for holiday pay.

Juneteenth holiday is a Federal and State Holiday and the County will also be closed.

Report from Departments

Clerk's Office -Kim Muir mentioned getting invoices and credit card receipts and claims in as soon as possible.

IT-Paul Sorensen warned of worsening cyber threats that are being sent through the county and asked supervisors to remind staff to be very aware of emails they are opening.

Commissioner Todd Smith made a motion to adjourn the meeting at 1:49 p.m. Commissioner Mendenhall seconded and voting was unanimous.

Approved:

Todd Smith, Commissioner  
Brent Mendenhall, Commissioner

Dustin Parkinson, Commissioner

Attest:

Kim Muir, County Clerk