

<b>Madison County Commissioners</b>		
<b>Meeting Minutes</b>		
JULY 27, 2015	8:00 A.M.	COMMISSIONERS' ROOM
<b>ATTENDEES</b>	Commissioners: Chairman Kimber Ricks excused, Jon Weber and Todd Smith Deputy Prosecuting Attorney: Troy Evans County Clerk: Kim Muir was excused. Deputy Clerk: Brenda Stoor	

**AGENDA TOPICS**

**Public Comment: None**

**County Business:**

**Committee & Board Report:**

**Kimber Ricks: Urban Renewal, RC&D - Moved to next Agenda**

**Todd Smith: Airport, Tri-County, Drug Court**

- **Airport:** A meeting is tentatively scheduled for August 19, for the FAA, City, and County to discuss options for the Rexburg Airport. The land the Municipal Golf Course and the Airport sit on is owned by the FAA.
- The FAA will present 4 different options at the meeting. Option 1: Do nothing. Option 2: leave the airport as it is but continue to maintain it. Option 3: Expand a portion of it. Option 4: Relocate the airport. There would be a 90/10 funding split and the 10 percent would fall on the county, city, state. The sale of the old airport property could be used for the match. The funding for this project looks good to this point.
- Money from the sale of the old airport can't be used for anything other than a new airport. Most pilots do not want to relocate, they feel that the airport is currently meeting their needs and do not want to stand the expense of moving their hangars and or build new ones. Having to move the flight museum would present some challenges.
- This meeting will give the go ahead to look for new location sites if all parties agree. Airport board members present at the last meeting are in favor of looking at new sites, however not all were present.

**Drug Court:** Drug Court is struggling financially. Every year the courts insist on sending several employees to training in Washington DC which is quite costly. The budget has been exceeded and will have to be subsidized. Covering costs and programs mandated by the courts are causing a strain on the budget. Probation numbers overall are down. Troy Evans is working with D7 on a possible reduction in force. This will be done by resolution for Commissioner approval if pursued.

**Discussion Items:**

Jim Chmelik Federal Lands: This will be moved to the next commissioner meeting.

**Behavioral Health Board Appointment:**

Commissioner Smith motioned to approve the Behavioral Health Board Appointments for Gayle Snowden and Rebecca Perrenoud. Commissioner Weber seconded and voting was unanimous.

***Transportation Plan updates:***

Commissioner Ricks met with Kelly Hoopes on the 4300 S project. This will be a topic for further discussion since Commissioner Ricks was not present.

***Calendar Items: There were none***

***Contracts and Documents***

*Review and sign:* Sign an addendum to contract with Negotiation Services

Commissioner Weber made a motion to pass and sign the Negotiation Services Contract for Larry Rincover. Commissioner Smith seconded and voting was unanimous.

*Review and sign:* Ratify contract for Trick Rider for the Madison County Fair

Commissioner Weber made a motion to ratify and approve the contract for a Trick Rider at the Madison County Fair in August. Commissioner Smith seconded and voting was unanimous.

*Review and sign:* Addendum to Professional Services Agreement, Negotiation Services for Apr Appraisals and Negotiations Archer/Lyman Hwy Project.

Commissioner Weber made a motion to sign the Addendum to Professional Services Agreement. Commissioner Smith seconded and voting was unanimous.

*Review and sign:* Authorization for Site Access to DEQ/Admin Parking Lot

Commissioner Smith made a motion to approve the DEQ /Admin Parking Lot Agreement to cap a well. Commissioner Weber seconded and voting was unanimous.

***Routine Matters***

- Commissioner Weber made a motion to approve the claims presented by the clerk. Commissioner Smith seconded and voting was unanimous.
- Commissioner Weber made a motion to approve and sign the Commissioner Meeting Minutes of July 13, 2015. Commissioner Smith seconded and voting was unanimous.
- Certificates of Residency for Samuel Kennedy  
Commissioner Weber made a motion to approve the Certificate of Residency for Samuel Kennedy. Commissioner Smith seconded and voting was unanimous.

Commissioner Smith motioned to approve the personnel actions. Commissioner Weber seconded and voting was unanimous.

***Budget Discussion/Decisions:*** Pay period changes, COLA increase, and employee contribution to medical insurance, paystub notification letters, review department proposed increases, and cell phone policy were discussed as they apply to Madison county employees.

**Extra pay period discussion/ Salary Budget discussion:** Kim and Dawn were present for the discussion on the extra pay period in 2016. They assured the commissioners that funding the extra pay period at the end of this fiscal year looked good. All department heads will be advised to spend only for bare necessities in order to fit this 27<sup>th</sup> pay period this year. Salaries and benefits have been figured into the numbers provided to Commissioners. As long as the numbers are actual cash numbers, the Commissioners do not have a problem with doing this. Kim and Dawn will watch closely and re-check all numbers closer to the end of the fiscal year, but they are dealing with the actual cash figures, not budgeted figures.

There was a discussion on whether or not the Madison County budget needs to be opened to accommodate additional funds not planned for. At this point, the County budget will close in the black for the fiscal year. The Commissioner's want clean record keeping and the rule on this double checked. There will be an email sent to all department heads. Dawn said she would have the information the Commissioners need on the HRA money this week.

Commissioner Smith motioned that the 2016 year remain at 26 pay periods and the extra pay period will come out of 2015 budget (the checks will be delivered on October 1, 2015, with the exception of Tri County, Upper Valley Drug Court and D7 due to those budgets being set by the individual Boards). Commissioner Weber seconded the motion with an emphasis that actual cash is being reviewed.

**COLA Increase and Merit Raise Discussion:**

A one percent Cost of Living increase and 0-2 percent merit raise for this next fiscal year is included in the numbers being presented. Based upon the budget and financial status of the County, this will work, and the step and grade will still maintain its integrity. Employees will receive the COLA increase on the October 15, 2015 pay check. Commissioners will approve merit raises at the October 26, 2015 Commissioners Meeting, and this will reflect on the November 12, 2015 paycheck. An email will go out from the Clerk's office with information on all dates.

Commissioner Weber made a motion to approve the 1 percent COLA beginning the first pay period in the new fiscal year, and 0-2 percent merit increase beginning with the November 12<sup>th</sup> pay period or thereafter as set by the Commissioners, elected officials, and department heads. Commissioner Smith seconded and voting was unanimous.

**Medical Insurance contribution discussion:**

A discussion was held on what employees contribute currently for medical insurance.

Commissioner Smith made a motion to leave employee only contribution at \$31.00 per month. All other categories (which include family, spouses and dependents) will increase to \$50 per month. Commissioner Weber seconded and voting was unanimous. It is anticipated that the employees of Madison County can plan on this increase to continue annually for the next three (3) years because, insurance has become too expensive for the County to maintain the annual increases each year by itself.

Commissioner Smith made a motion to amend the employee only contribution to include a \$20.00 per month increase based upon information received by Agent Rudey Ballard and provided to the clerk during the meeting. Commissioner Weber seconded and voting was unanimous.

***Paystub notification letters:*** With new computer arts software, all employees will have access to payroll information at their fingertips. This technology is in the works, and we expect to have something in place by the new year of 2016.

Kim explained the spread sheet she handed to the Commissioners which had all department budgets and increases. Final decisions will need to be made in the next few weeks as the budget will have to be published. A meeting was set for August 6, 2015 to finalize.

Commissioner Weber asked that Dean Kunz and Shane Wright with the Fair Board be contacted to set a time to meet with Kim to discuss what items are paid from the Fair Board budget and the Fairgrounds budget. They have also been asked to come up with a completed budget to turn into the clerk's office.

***Health and Welfare-Indigent Clerk (Ann Marie Sorensen):***

Commissioner Weber made a motion to go into Executive Session at 9:50 a.m. pursuant to Idaho Code §74-206(1) (d) exempt matters. (Commissioner Ricks was excused, Commissioner Weber-yes, Commissioner Smith – yes). Commissioner's returned to open session at 9:57 a.m. Commissioner Weber made a motion to sign Liens on case No. 2015025, sign Lien Releases on Case Nos. 2015012, 2015015, 2015016. Commissioner Smith seconded and voting was unanimous.

The August 10, 2015 Commissioner Meeting is a conflict for Commissioner Weber and Commissioner Ricks. They will look at rescheduling the meeting for August 6 and 7, 2015.

***Brent McFadden: Lawn mower bids***

Brent had mower bids for the Commissioners to review. These tractors and mowers have just over 200 hours on them. A complaint was made to one of the commissioners about the mosquito trucks not coming to their neighborhoods this year. Brent mentioned that the mosquito trucks are quieter this year and many people don't hear them wherein they don't think spraying is occurring, but it is.

Commissioner Smith made the motion to buy the used tractor and mower attachment from John Deere as long as it has less than 500 hours on it. Commissioner Weber seconded and voting was unanimous.

*Review and Sign:* Ordinance #389 Sugar City Impact Area and Zoning (no motion needed as it was previously approved).

***Reo/Cindy/Maxine Home near Archer gravel pit***

- Commissioners would like to have a manager oversee the property. This home and property are worth keeping and renting out. There really have not been major issues with this home except for the mouse problem and the pump is a bit of a concern. Commissioner Smith will take someone out who can give estimates and chargeable amounts this week and report back.
- **5000 S. Tree discussion:** There is a very large tree on the Sharon Hoble property outside of the 5000 S. project where the building and overhead wires are a problem for the county and they do not feel they are equipped to handle the removal. They can however help with the cleanup. The Commissioners asked Reo and Cindy to get bids from several tree removal companies and get back to Larry Rincover with those bids. The Commissioners want to be kept informed on this.
- The Commissioners also commented on the roads that have been chip sealed. They look good.
- Review and sign: Change orders on 1000 East Bridge, no additional charges are made to the county.
- Commissioner Smith made a motion to approve the change order for the 1000 E Bridge. Commissioner Weber seconded and voting was unanimous.

***Bruce Bowler/Cindy Roberson Cell phone policy discussion***

A county cell phone policy was discussed. The option of paying an employee a stipend for business use of a personal cell phone, versus the county paying 100% for a cell phone that is used for personal and work use was discussed. The county receives a government WSCA discount on phones and plans. Currently this is through Verizon who has the State of Idaho contract for the county. Cindy would rather have 1 phone for personal and work. With the Sheriff you are either in the Government plan or not. Bruce thinks that it would be very difficult to manage without providing phones for on call personnel. Even spouses get a discount on this plan. He would like things left alone for their department. The Sheriff's office and Road and Bridge are the two largest users of cell phones in the County.

The Commissioners want out of the business of buying phones. Employees should buy their own phones or receive the free upgrade phones. On call personnel plans will be paid for. They can have the option of the free phone that is provided with that plan, or pay themselves to update. Discussion points will be to implement the actual cost of the cell phone going to the employees. Also, that all employees need to be on the government contract.

***Mental Health Option discussion:***

Bruce Bowler said it would be nice for his employees that have traumatic encounters be offered the option of mental health counseling. On rare occasions they have used this benefit. These plans cover families as well as the employee for counseling. At a past meeting Rudey Ballard mentioned that if you can get people into counseling it saves down the road. This plan would cost \$4-5 dollars per employee per month. There are roughly 160 employees that would be involved.

This item will need further discussion.

***Zion's Bank: Lunch meeting to discuss Commercial Card & Updates***

This meeting was to inform the Commissioner's and other county officials of funding options on CD's, Sweep accounts, and Money Market accounts that can give the county the most interest on their money. They would like to help the county become more efficient. A term called laddering was used in describing the fluctuation of monies in short and long term funds. Some of the accounts may or may not be FDIC insured. The county is currently earning a little over 1 percent interest. These options are not offered to the general public. With the projections so far, it looks like the county will exceed what they did last year.

They explained options on how to earn more interest when using the county cards in purchasing fuel, paying power bills, and purchasing county equipment. There are different purchasing strategies that can be looked at to meet all the county's needs. Commissioners made the decision to go with the new county cards to lower payments and receive credits.

Commissioner Weber made a motion to amend the agenda to include approval of the SAUSA MOU that was on the Agenda June 29th, but not completed. This will cost the county approximately \$922 and is a joint effort between all counties and cities in southeastern Idaho. The agreement is only for one (1) year and can be reviewed by the Commissioners at any time. Commissioner Weber seconded and voting was unanimous to amend the agenda.

Commissioner Smith made a motion to approve the SAUSA MOU for one year, to be evaluated for renewal at that time. Commissioner Weber seconded and voting was unanimous.

Commissioner Smith made a motion to adjourn at 1:00 p.m. Commissioner Weber seconded and voting was unanimous.

Approved:

Jon Weber, Commissioner  
Todd Smith, Commissioner