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

Madison County
Commissioner Meeting Minutes
June 22, 2026

Attendees:
Todd Smith, Commissioner Chairman
Brent Mendenhall, Commissioner
Dustin Parkinson, Commissioner
Troy Evans, Deputy Prosecuting Attorney
Kim Muir, County Clerk
Lori Hicks, Sr. Accountant

ACTION ITEMS

This meeting was streamed electronically.

Pledge of Allegiance: By all
Invocation: Commissioner Parkinson

Calendar Discussion:
Next Commission Meeting: July 13 and 27, 2026, Department Head Meeting, July 13, 2026, BOE Commission Meeting June 24, 2026

Schedule of Commissioners:
Commissioner Smith will attend a 5C meeting scheduled for tomorrow, June 23, 2026.

Discussion Items:
Claw back plan on University Road
The Commissioners discussed that the project will need to be placed under contract once the final costs are available. The matter will be revisited as the project progresses and additional information becomes available.

There was also a reminder that emails regarding official county business are generally public records. Communications that may qualify for an exemption from disclosure should be clearly identified, although any exemption is determined by law rather than by the label assigned to the communication.

Extension move timetable/Report from General Services and Extension:
Jared reported that the project is expected to be completed by Wednesday of this week. Commissioner Mendenhall also stated that he emailed Lance requesting a date by which the Extension office could be moved out, but had not received a response as of the meeting.

The Commissioners also discussed the need for accurate radon testing and noted that they are working with the building owner to address the issue.

Contracts/Documents:
After review and discussion, Commissioner Mendenhall made a motion to approve Cooperative Agreement for University of Idaho Extension Program. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Parkinson made a motion to approve Purchase and Sale Agreement for land in Hibbard not to exceed $347,000 and approve the Chairman to sign once finalized. Commissioner seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve the Commuting Authorization Form for a Road and Bridge employee. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve the Yost Pacific Office Automation for D7 as vetted by Jess Tanner. 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 in the amount of $1,445,578.53. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve the Commission meeting minutes for June 8, 2026. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve the Commission budget meeting minutes for June 10 and 11, 2026. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

Personnel Actions:
After review and discussion, Commissioner Parkinson made a motion to approve Personnel Actions with the exception of one that will be discussed with the department head. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

There were no Certificates of Residency.

Public Comment: No one was present to comment.

Sam Butikofer, budget review:
Sam met with the Commissioners to discuss his budget. He requested that deputies be paid their regular rate while attending training, rather than a reduced training wage. He also requested a

salary increase and asked for an update on the status of a future office building for the Coroner's Office.

The Commissioners explained that there is currently no funding available to pursue a new building, but encouraged Sam to continue setting aside funds in his annual budget toward that goal.

Executive Session: Commissioner Smith made a motion to go into Executive Session at 9:21 a.m. Idaho Code § 74-206(1) (b) employee matters, and (f) discuss legal options with counsel. A roll call was taken as follows: Commissioner Smith-yes, Commissioner Mendenhall-yes, Commissioner Parkinson-yes. The motion passed. Commissioner Smith returned to open session at 10:32 a.m.

Paul Sorensen, Fiber Optic Project Update:
Paul was sick and not able to attend. This will be rescheduled.

Bamboo HR, Overview of Software:
Tyler Burkart presented the payroll and human resources software his company offers. He explained that the system includes time-tracking capabilities, allowing supervisors to verify employee locations when time is entered. It also provides a variety of reports for both employees and supervisors, including leave accrual balances, year-to-date totals, and taxes paid.

In addition, the software integrates with Indeed for job postings and automatically creates journal entries that transfer into the County's NetSuite financial software, streamlining payroll and accounting processes. Tyler noted that, if implemented, the system could be operational by the beginning of September. Legal counsel is working with Bamboo to make changes to the agreement to conform with Idaho law.

Sidney Decker, Presentation of America250 flag and letter for a potential time capsule:
The Commissioners were presented with a letter and an American flag that had been flown over the White House. The flag will be raised by local veterans on July 4, 2026, prior to the Independence Day parade passing the Madison County Courthouse.

Jared Arnold/Tyler Saurey, Discuss IDL gates on county roadways:
The Commissioners discussed two gates installed by the Idaho Department of Lands (IDL) on roads in Madison County that restrict public access. Jared explained that IDL installed the gates after off-road vehicles caused significant damage to the land. However, the roads also provide access to private landowners, popular hunting areas, and grazing cattle. Although the roads are permissible county roads, they have not been deeded to the County.

Further, during the disputes surrounding the Roadless Area Conservation Rule (commonly known as the Clinton Roadless Rule) back in 1999 to 2000, many western counties—including several in Idaho, Utah, Colorado, and other states—asserted existing R.S. 2477 rights-of-way to argue that roads crossing federal lands could not simply be closed because the counties already possessed vested public rights-of-way predating the rule. This road was one of those roads the County fought to keep open, and it was granted.

The Commissioners expressed concern about emergency access, questioning how the Sheriff's Office and emergency responders would gain access if the gates are closed. IDL plans to close the gates beginning November 15, with the possibility of reopening them if sufficient snowfall occurs.

The Commissioners discussed possible solutions and agreed to invite Todd Wernex from IDL to a future meeting via Zoom to explain the purpose of the gates and discuss the issue further. The Commissioners are against any road closure and are further against not being notified about this at all.

Frontier Precision:
Jared presented a new feature on the County website that allows residents to request mosquito fogging at their properties. Requests will be sent directly to Jared's staff, and residents can provide access instructions and any other information needed to service their property.

Jared also reported that the County has contracted with Teton Radon to clean the ventilation system in the Administration Building. This will take place on July 11, 2026.

Jason Wilburn, Neumo & Catalis Contracts:
The contract with Neumo is not ready yet.

After review and discussion, Commissioner Parkinson made a motion to approve the chairman signing the Catalis contract once the final copy is received and legal counsel reviews. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Commissioners would like to see an executive summary of each of the different software companies and what they are doing for the county and who oversees each of them.

Kirk Mace, cameras around the juvenile probation building:
Kirk reported that someone cut the fiber lines to his juvenile probation building, causing an outage that lasted three days. In response to the incident, he presented a quote from Teton Smart Security to upgrade the building's security system.

Kirk explained that the existing security cameras did not retain footage long enough to identify the individual responsible, and that the current keypad door lock is not functioning properly. He would like to replace it with the same key card access system currently used by the County.

Kirk noted that he has approximately $1,500 available to contribute toward the project and requested additional County funding to complete the necessary security upgrades.

After review and discussion, Commissioner made a motion to approve funding to replace the Camera System and access control to the Juvenile Probation building in the amount of $5,226. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

BOE, Zachary and Michelle Treasure:

Commissioner Mendenhall made a motion to recess Commission Meeting at 12:10 p.m. in order to enter Board of Equalization. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

Commissioner Mendenhall made a motion to open Board of Equalization. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

Shawn Boice, Zachary and Michelle Treasure were all sworn in.

The property owners explained that they purchased property in the Moody area at the end of 2024 and were told that its assessed value would not change as long as the property remained the same. They also stated they were advised that a homeowner's exemption would not be necessary until they built a home on the property.

The owners plan to graze cattle on the property, but the livestock have not yet been brought in. They noted that the property is already fenced on the east and west sides, with plans to install a south fence before cattle are introduced. They also have the paperwork to apply for the homeowner's exemption but said they were previously told it was not yet required.

Shawn explained that the property came under review after neighboring property owners raised concerns. He acknowledged that the owners have a contract in place and that several parties involved are in the middle of a transition, creating confusion. However, he cited Idaho law and explained that property must be actively devoted to agricultural use to qualify for an agricultural exemption. Based on the current use of the property, he concluded that it does not presently meet the statutory requirements for agricultural classification.

Commissioner Smith noted that the County can grant partial agricultural exemptions when appropriate. He asked whether any portion of the property was actively devoted to agricultural use during 2025, observing that it was evident the previous owner had grazed cattle on the property. He also noted that the surrounding neighboring properties are not currently classified as agricultural, leaving this property in a unique situation.

The property owners explained that they relied on information they believed was correct, which led them to believe they did not need to take any action to maintain the agricultural classification. As a result, they did not install additional fencing or bring cattle onto the property. They reiterated that they intend to use the property for agriculture in the near term and eventually build a home on the site.

After review and discussion, Commissioner Parkinson made a motion to deny the exemption for $5311.00, as there was miscommunication and the land was not actively devoted to Ag. The motion died due to lack of second.

After review and discussion, Commissioner Mendenhall made a motion to approve a partial exemption of approximately 3.5 acres because of weather conditions beyond their control, and it was being prepared for Ag. This is for 2025. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

Commissioner Mendenhall made a motion to recess BOE until Wednesday. Commissioner Parkinson seconded. The motion passed.

Commissioner Mendenhall made a motion to move back into BOCC. Commissioner Parkinson seconded and voting was unanimous. The motion passed.

Commissioner Smith adjourned the meeting at 1:13 p.m.

Approved:
Todd Smith, Commissioner
Brent Mendenhall, Commissioner
Dustin Parkinson, Commissioner

Attest:
Kim Muir, County Clerk