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

P.O. Box 389
134 East Main Street
Rexburg, ID 83440

www.co.madison.id.us
(208) 359-6200

Madison County
Commissioner Meeting Minutes
September 3, 2026

Attendees:
Todd Smith, Commissioner Chairman
Brent Mendenhall, Commissioner
Dustin Parkinson, Commissioner
Kim Muir, County Clerk
Troy Evans, Civil Attorney
Lori Hicks, Senior Accountant

ACTION ITEMS

This meeting was also streamed electronically.

Pledge of Allegiance: By all
Invocation: Commissioner Smith

Calendar Discussion:
Next Commission Meeting: September 14 and 28, 2026.
IAC Meetings: September 21–23, 2026, Boise.

Contracts/Documents:
Drug Court: Ryan Brown was present and opposed becoming an employee of Bonneville County. After review and discussion, Commissioner Mendenhall made a motion to approve the Memo of Agreement for Shared Drug Court and Court Program expenses. Commissioner Parkinson seconded and voting was unanimous. The motion passed. This Agreement will transfer the Drug Court fiscal agent to Bonneville County.

After review and discussion, Commissioner Mendenhall made a motion to approve the MOU with Bannock County regarding District 6 Juvenile Detention. Commissioner Parkinson seconded and voting was unanimous. The motion passed. Backup plan with Bannock to hold our kids if 3C is full

Insurance Renewal Documents:
After review and discussion, Commissioner Parkinson made a motion to approve the APTA Service Agreement. Commissioner Mendenhall seconded and voting was unanimous. The motion passed. Concierge manager services are listed twice. One was stricken and initialed. The broker will let us know if there are any issues with this approach.

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After review and discussion, Commissioner Parkinson made a motion to approve the STD Admin Election Form (One America). Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

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

After review and discussion, Commissioner Parkinson made a motion to approve the STD Sub Agreement (One America). Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Mendenhall made a motion to approve the Pareto Short Contract (Stop Loss). Commissioner Parkinson seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Parkinson made a motion to approve the Pareto Disclosure Form (Stop Loss). Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Parkinson made a motion to approve the Beer and Wine License for:

Walmart
Walmart, Inc. Fuel Station
Albertsons
Applebee's Neighborhood Grill and Bar
Valley Wide Cooperative Inc.
Maverik #505
Maverik #195
Great Scott's #1
Great Scott's #2
Gringo's
KTRI Fresco LLC
Brad's Exon
Broulims Supermarket
Good to Go #104
Good to Go #105
Nitro
Walgreens

Commissioner Mendenhall 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 $876,667.35. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

After review and discussion, Commissioner Parkinson made a motion to approve the Commission meeting minutes for August 24, 2026. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

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

After review and discussion, Commissioner Parkinson made a motion to approve Certificates of Residency as vetted by the Clerk's office for Katelyn Klingler, Jack Heiner and Zaida Carpenter. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Solid Waste District Transition:
Hannah, Karen, Ann Marie from the Clerk's Office were present and Jon Weber and Sonny Haws were also present for the discussion regarding the transition to the Solid Waste District and the financial and operational processes associated with the transition.

Jon explained that the formation of the Solid Waste District has been in progress for approximately 15 years. The goal is to ensure a smooth transition prior to the district beginning operations on October 1.

Sonny, Jon, and Ann Marie have been working to ensure that the 23 affected County employees are noticed and have been told what is going on. Employees will be covered through Regence BlueShield, and arrangements have been made for other applicable insurance benefits. PERSI and workers' compensation coverage have also been established. Cooper Norman will handle payroll services for the District.

September 30 will be the employees' final day of employment with Madison County. A three-day payroll overlap was discussed, with the district covering those costs and billing the County for reimbursement. Separation letters have been prepared and will be sent out as soon as possible. The Solid Waste employees with County employment will be handled as a reduction in force and formalized by resolution.

Current employees will be required to apply for positions with the District. Just because the employees worked at Solid Waste, doesn't mean they will automatically have a job with the District. All prospective employees will be met with individually to conduct interviews. The District will work with Cooper Norman in preparation for the October 1 transition.

The financial process between the County and District was also discussed. The County will continue to receive certain funding collected through the scale house. As the number and type of transactions change, some payments will be handled as pass-through transactions, with the County issuing payment to the district for reimbursement. The long-term goal is to move toward a primarily cashless system, allowing funds to be deposited directly into the appropriate County account.

Capital assets will be addressed separately at a later date. The Solid Waste building will remain in the County's name, with the district operating from the facility for the purpose of providing solid waste services for Madison County.

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The timing and process for quarterly billing will require additional discussion. Questions were also raised regarding how and when solid waste fees may be changed, and additional information will be gathered before a determination is made.

The Commissioners thanked Jon and Sonny for their significant efforts in leading the transition and expressed appreciation to the Clerk's Office for the work completed to assist with the process.

Executive Session: Commissioner Smith made a motion to go into Executive Session at 8:12 a.m. Idaho Code § 74-206(1)(b) employee matters. 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 8:50 a.m.

Sheriff/Assessor – Alliance Building Space
The Commissioners discussed options for the Alliance space next to the Administration Building that was just leased. Potential options were discussed including potentially relocating the DMV and Driver's License offices, moving the Clerk's, Treasurer's or Assessors Offices, and others. Concerns included the volume of public traffic, employee parking, accessibility for vehicle inspections, security, and the availability of adequate space.

The Commissioners will continue to evaluate possible solutions and will keep the affected departments informed as discussions progress.

Jared Arnold/Ron Ball – Drain Near Dispatch Building
Jared Arnold and Sheriff Ron Ball discussed concerns regarding the drain near the Sheriff's Office. Repairs are needed to prevent rainwater from entering the office area. It was noted that the City of Rexburg will need to address replacement of the drain and that additional repairs in the area may also be necessary.

Commissioner Parkinson will follow up with the City of Rexburg regarding the needed repairs.

FY 2027 Budget Hearing – Madison County, Madison County Ambulance, and Madison County Mosquito Abatement District, and to Re-Open the FY 2026 budget
Commissioner Smith opened the Public Hearing at 9:35 a.m. All notices were posted and there were no conflicts to declare.

Clerk Kim Muir presented the final proposed FY 2027 budgets for Madison County, Madison County Ambulance, and Madison County Mosquito Abatement District. The total Madison County budget for Y2027 was $58,605,379.16, which includes the Ambulance budget at $3,221,238 and Mosquito of 916,149.44

No public comments were received.

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The Commissioners discussed the County's financial outlook for FY 2027, including the uncertainty surrounding future state and federal funding. Approximately $18 million of County revenue is generated through property taxes, with additional revenues received from state sources, including sales tax and road-related funding and county revenues.

The Commissioners emphasized the importance of continued conservative budgeting and monitoring revenues throughout the fiscal year. Department Heads will be reminded that approval of the budget provides spending authority but does not guarantee that all budgeted expenditures should be made. Actual expenditures must be considered in relation to revenues received and the County's overall financial position.

Following review and discussion, Commissioner Mendenhall made a motion to approve the FY 2027 budgets for Madison County, Madison County Ambulance, and Madison County Mosquito Abatement District as presented. Commissioner Parkinson seconded the motion. The motion passed.

Following approval of the budgets, the Commissioners continued their review of County funds. Funds with negative cash balances were discussed, including the adjustments necessary to restore appropriate cash balances. The Commissioners reviewed and finalized the necessary budget adjustments.

Sheriff/Assessor regarding Alliance space:
Options were discussed regarding moving the DMV/Driver's License back to the Alliance Building. The amount of traffic is a worry. The current location is most desirable. Employee parking is an issue as well as those needing vehicle inspections. Security may be an issue and availability with space. Many options were discussed. Commissioners will come up with a few options, possibly with Clearwater, and keep everyone in the loop as the decisions progress.

Fairgrounds RFQ Grading Committee and Foundation Discussion:
Evan and Amanda were present for the discussion regarding the Fairgrounds RFQ review process and proposed foundation. Evan reported that he, Chris, and Commissioner Smith met the previous week to discuss the next steps in the RFQ process. A review committee consisting of Keith Davidson, David Decker, and Amanda was proposed to evaluate the RFQ submissions. Keith will provide a scoring matrix for the committee to use during its review. Following the evaluation process, the committee will present its recommendations to the Commissioners. The committee anticipates meeting before the end of the month.

After review and discussion, Commissioner Mendenhall made a motion to approve the RFQ with a review committee as presented. Commissioner Parkinson seconded the motion. Voting was unanimous, and the motion carried.

The discussion then turned to establishing a foundation board for the Fairgrounds. It was noted that one Fair Board member may serve on the foundation board and that the board may consist of between three and 21

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members. Evan has compiled a list of potential board members to provide to the Commissioners for review and input.

The process of establishing the foundation with the State was discussed. Amanda indicated that the process could take approximately six months. The group will work to select a name and begin the necessary paperwork to establish the foundation as a 501(c)(3) organization.

NuSynergy HRA Plan – Employees Not Enrolled in County Health Insurance:
Ann Marie was present to discuss the possibility of extending an HRA benefit to employees who are not enrolled in the County's health insurance plan. It was noted that the County realizes a cost savings when employees elect not to participate in the County health insurance plan. The proposed HRA would be established as a separate benefit for those employees, at an employee-only rate of $750.

After review and discussion, Commissioner Mendenhall made a motion to approve a $750 HRA contribution for eligible employees who are not enrolled in the County health insurance plan. Commissioner Parkinson seconded the motion. The motion carried.

Tyler – Road and Bridge Discussion, Purchase of New Loader:
The Commissioners discussed the purchase of a new loader with a six-wing plow through Sourcewell. The purchase includes a five-year warranty, filters, and a 48-hour service guarantee. The estimated value of the existing loader to be sold is approximately $30,000.

After review and discussion, Commissioner Parkinson made a motion to approve the purchase of a new loader with a six-wing plow through Sourcewell. Commissioner Mendenhall seconded the motion. Voting was unanimous, and the motion carried.

Purchase of Tilt-Deck Trailer:
After review and discussion, Commissioner Parkinson made a motion to approve the purchase of a tilt-deck trailer. Commissioner Mendenhall seconded the motion. Voting was unanimous, and the motion carried.

Railroad Avenue – Sugar City Speed Study:
The Commissioners reviewed the results of the speed study for Railroad Avenue in Sugar City. Horrocks previously reviewed the area when the highway was rezoned. When the County assumed responsibility for the roadway, the posted speed limit was 25 mph.

Based on the study, the recommendation was to extend the 35-mph speed zone through Center Street. The Commissioners agreed with the recommendation.

Teton River – Forsgren Agreement:

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The Commissioners discussed a proposed agreement with Forsgren related to work on the Teton River. It was explained that the river channel has shifted and needs to be realigned to prevent erosion from affecting recently completed improvements.

The proposed work is anticipated to take place in late February. The agreement includes approximately $26,800 for engineering services, plus time and materials. The Commissioners requested clarification of the contract terms, including consideration of a not-to-exceed amount. The agreement will be brought back for further consideration at a future meeting.

Solid Waste District Transition:

Employee Reduction in Force:
The Commissioners discussed the reduction in force associated with the transition of Solid Waste operations to the Eastern Idaho Regional Solid Waste District.

The Board reviewed Resolution No. 537 and the proposed notification letter to each affected employee.

After review and discussion, Commissioner Mendenhall made a motion to approve Resolution No. 537, declaring a reduction in force associated with the transition of Solid Waste operations, effective October 1, 2026. Commissioner Parkinson seconded the motion. Voting was unanimous, and the motion carried.

Individual letters notifying affected employees of the reduction in force were reviewed and signed.

Eastern Idaho Regional Solid Waste Director:
The appointment of a Director to the Eastern Idaho Regional Solid Waste District was addressed previously by the appropriate District Board.

Scope of Service for Great West Engineering: This matter will be placed on a future meeting

City of Rexburg – GIS Discussion Regarding Sugar City:
The Commissioners continued their discussion regarding GIS services for Sugar City. Cole Hibbard reported that he had met with Eric from the City of Sugar City to discuss the City's needs. Sugar City is primarily interested in having its zoning information incorporated into the City/County GIS system through an interactive map.

Cole explained that the level of service and associated cost would depend on how the zoning information is maintained. If County GIS staff are responsible for creating and maintaining individual zoning layers and making updates as changes occur, the cost would be higher. If Sugar City maintains its own zoning information and provides the necessary data for integration into the GIS system, the amount of work required by County staff would be reduced.

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An annual cost of approximately $15,000 was discussed for full-service zoning integration into the GIS system. Under this option, Sugar City would be responsible for providing accurate documentation and information regarding zoning changes, with Eric Smith managing the City's zoning information.

The Commissioners also discussed Sugar City's use of the County's high-resolution aerial imagery. It was suggested that Sugar City contributes its proportionate share of the annual aerial flight costs. The aerial imagery costs would be invoiced separately from the County.

Additional discussion will be necessary to finalize the scope of services, responsibilities, and fee structure before presenting a proposal to Sugar City.

Agenda Amendment – Bamboo Bank Accounts:
Commissioner Mendenhall made a motion to amend the agenda to address the establishment of bank accounts for Bamboo. Commissioner Parkinson seconded the motion. Voting was unanimous, and the motion passed.

Following discussion of the added agenda item, Commissioner Parkinson made a motion to sign the necessary paperwork for the new Bamboo software to establish bank accounts required. Commissioner Mendenhall seconded and voting was unanimous. The motion passed.

Commissioner adjourned the meeting at 12:55 p.m.

Approved:
Todd Smith, Commissioner
Brent Mendenhall, Commissioner
Dustin Parkinson, Commissioner
Attest:
Kim Muir, County Clerk