



ONEIDA COUNTY COMMISSIONERS

Bill Lewis, Chairman – Ken Eliason – Brian Jeppsen

Meeting Location: Event Center, 459 South Main St., Malad City, Idaho 83252

MINUTES – Commissioners Meeting - 08 December 2025 - 9:00AM

* RECORDING# 251208-0174 *

IN ATTENDANCE: Commissioner Chairman Bill Lewis, Commissioner Brian Jeppsen, and Commissioner Ken Eliason.

Commissioner Lewis opened the meeting and Commissioner Eliason led all in the pledge and a prayer.

Approve Agenda

Commissioner Eliason motioned to approve the agenda. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Consent Agenda, Payment of Claims, and Approval of Meeting Minutes

Commissioner Eliason motioned to approve the consent agenda, which includes the payment of claims and approval of meeting minutes. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Total # of Payments	Fund Description	Amount Paid
39	GENERAL FUND/CURRENT EXPENSE	\$ 38,343.01
23	ROAD AND BRIDGE	\$ 13,273.74
5	AIRPORT	\$ 18,248.95
1	AMBULANCE	\$ 211.40
6	DISTRICT COURT	\$ 297.25
2	FAIR, COUNTY	\$ 779.04
10	JUSTICE FUND	\$ 24,202.63
1	REVALUATION	\$ 11.64
4	WEEDS	\$ 146.66
3	CONSOLIDATED ELECTIONS	\$ 113.95
1	PILT	\$ 9,270.00
1	HISTORICAL PRESERVATION (CLG)	\$ 1,000.00
4	E-911	\$ 1,327.48
TOTAL:		\$ 108,170.51

Certificate of Residency (timestamp: 00:02:36)

A student's application for a Certificate of Residency was reviewed and denied, as the student and their family no longer live in Oneida County, rendering the student ineligible for residency status. The college requires a formal denial in order to pursue alternative assistance options for the student.

Commissioner Jeppsen motioned to deny the Certificate of Residency application for Mercedes Randall as she is no longer a resident of Oneida County. Seconded by Commissioner Eliason. All ayes. Motion carried.

Commissioner Meeting Schedule for 2026 (timestamp: 00:05:49)

The proposed commissioner meeting schedule for 2026 was reviewed and adjustments were made for holidays or other events that conflicted with the regular meeting schedule.

The 2026 commissioner meetings will be held on the second and fourth Mondays of each month at 9:00 a.m., unless noted below:

January 12 January 23 (Friday 1:00pm)	May 11 May 26 (Tuesday)	September 14 September 28
February 9 February 23	June 8 June 22	October 13 (Tuesday) October 26
March 9 March 23	July 13 July 27	November 9 November 23
April 13 April 27	August 10 (at the Courthouse) August 24	December 7 December 21

Commissioner Eliason motioned to approve the 2026 Board of County Commissioner Meeting Schedule, as outlined, on the second and fourth Mondays of each month at 9:00am with the exception of Friday January 23 at 1:00pm, Tuesday May 26, August 10 will be at the Courthouse due to the County Fair, and Tuesday October 12. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Tax Cancellation Request (timestamp: 00:14:40)

Three tax cancellation requests were submitted to the assessor's office for separate reasons. The first request was for RP0249201 in the amount of \$555.38. The request is due to the home being assessed as a new home rather than as an addition. The addition made the home appear as a new build instead of a large remodel.

Commissioner Jeppsen motioned to approve the cancellation of taxes in the amount of \$555.38 for RP0249201 for John and Gail Wall because the addition of the home was not complete. Seconded by Commissioner Eliason. All ayes. Motion carried.

The second request is from Nancy Asay in the amount of \$82.94 and relates to two outbuildings on her property. The iWorq system did not show the outbuildings as complete, and the status had been changed to "never done." A new permit has been reissued for the outbuilding currently being constructed.

Commissioner Eliason motioned to cancel the property taxes on RP0239701 for Nancy Asay in the amount of \$82.94. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

The third property tax cancellation request in the amount of \$1,287.50 for RP0060400 was because the homeowner's exemption application was submitted after the county assessor ran the abstract report in July. The exemption applies to the entire year.

Commissioner Eliason motioned to cancel the property taxes for parcel number RP0060400 in the amount of \$1,287.50 because of a homeowner's exemption. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

129K Route Grant Status Update - Molly Besiser (timestamp: 00:24:38)

Molly Besiser with Four County Alliance of Southeast Idaho (4CASI) stated the final results of the 129k route grant study will be available soon. The study will recommend that the county designate the full route as a 129k route. To complete this, a resolution will need to be passed to make the entire route a 129k route.

Mrs. Besiser explained that there may need to be discussion about how the 129k trucks will be permitted on that road. ITD often issues the permits, but another option would be to bring the permitting process in-house. County Clerk Lon Colton noted the county already handles some of the permitting, and the process does not need to change.

Mrs. Besiser requested permission to work with County Attorney Lyle Fuller to prepare a resolution designating the full route as a 129k route, which would be signed by commissioners at a future meeting.

Commissioner Jeppsen motioned to propose a resolution to match the 129k route study results and request that Molly Besiser with Four County Alliance of Southeast Idaho (4CASI) work with County Attorney Lyle Fuller to form a resolution on the 129k route from Malad City to the Hess Pumice mine. Seconded by Commissioner Eliason. All ayes. Motion carried.

Oneida County Vessel Fund Report (timestamp: 00:38:10)

The deadline for submitting the County Vessel Fund Report is by the end of the month. Clerk Lon Colton and Commissioner Jeppsen are working together on identifying a spending plan for the vessel funds. Sheriff Doug Williams will be consulted on this as well. No decisions were made today.

Sheriff - Vehicle Purchases – 9:30am (timestamp: 00:39:15)

Rick Bailey with Bancorp appeared before the Board with Sheriff Doug Williams to present updated numbers for leasing vehicles in the department's fleet. The updated figures show positive adjustments in trade-in values and an overall reduced cost to the county. Under the proposed plan, the county would trade in 10 vehicles and lease 9 new vehicles, with the overall monthly payment remaining the same. Trading vehicles every five years instead of eight or more would provide savings on maintenance, higher trade-in values, and keep vehicles under the five-year/100,000-mile drivetrain warranty.

A local government vehicle dealer has six remaining 2024 fleet vehicles on hold for Oneida County, representing approximately \$8,000 in savings per vehicle if approved. Sheriff Williams noted that Bear Lake County uses a similar lease program, trading vehicles every five years to maximize warranty coverage and trade-in values, and believes this is the best financial option for the department.

Commissioners discussed bidding requirements and requested documentation confirming that leasing falls under government bid/pricing rules. It was noted that one budget line may exceed its allocation, but the total Sheriff's Department budget will not be exceeded.

Commissioner Jeppsen motioned to approve the Oneida County Sheriff's lease proposal as presented for a total 60-month leasing payment value of \$84,050.58 which includes ten trade-in vehicles: three 2021 F150's, one 2017 Ford Explorer, one 2018 Ford Explorer, one 2014 Ram 1500, three 2018 Ram 1500's and one 2015 Chevy Express with a combined estimated trade-in value of \$110,000. Seconded by Commissioner Eliason. All ayes. Motion carried.

Deeded Roadway Requirements – 10:00am (timestamp: 01::09:29)

Mike Asey appeared before the Commissioners regarding the proposed requirement to dedicate a portion of his property for a 30-foot right-of-way shown on the plat. He indicated that he has followed prior advice to meet with county legal counsel and has completed all requirements made by planning and zoning, but feels he is back at the same point as a few months ago. Mr. Asey also noted that, during a neighborhood meeting, one complaint was received, but it did not pertain to the property boundary issue.

County Attorney Lyle Fuller noted that plat approval is the responsibility of Planning & Zoning and may not yet be properly reviewed for consideration by the Board of Commissioners. He also stated that while legal counsel may review the proposed plat, they do not have authority to sign off on a subdivision, and procedural requirements must be followed before the matter comes before the Board. It was noted that minor subdivisions are typically signed off by the Planning & Zoning Administrator before coming to the Board, and input from the Assessor's office will also be sought.

Commissioner Lewis suggested arranging a meeting between Mr. Asey, Planning & Zoning Board Chairman Steve Daniels, and Legal Counsel Preston Olsen to work toward a resolution. No decisions were made.

Solid Waste Cancellation Request (timestamp: 01:32:19)

Richard Werner owns the property identified as parcel number RP0016000. The parcel is a vacant lot located within the city limits, and has been improperly billed a total of \$1,356.00 for solid waste. IDAWY stated there is no record of the can that was assigned to the property. Mr. Werner realized recently that he has been billed for the past 4 years, aligning with the timeframe when the county took over the solid waste billing for the city. If cancelled, the amount would be placed into tax anticipation as a credit on future bills.

Commissioner Eliason motioned to cancel the solid waste bill for the past four years for RP0016000 in the amount of \$1,356.00, to be put into "tax anticipation" as a credit. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Pre-paid Bond Interest – Budget Line (Treasurer) *(timestamp: 01:39:42)*

The Board discussed bonds purchased with county funds and related accounting procedures. Changes by the bond-issuing company created complications for the Treasurer's Office, particularly with the county's money market account.

It was proposed that the money market account be dissolved and replaced with a flowable line-item in the Treasurer's budget for pre-paid bond interest. This line-item would allow the county to prepay interest on bonds being purchased early, while the funds remain in the general fund until the bond matures. Typically, the county purchases bonds from individuals who need to cash out early, rather than brand-new bonds.

The line-item would be approximately \$12,000, covering short-term upfront interest payments, which are reimbursed within about six months. This approach would maintain flexibility and continuity in the county's bond investment process.

Commissioner Lewis motioned to create a new budget line-item expense account for pre-paid interest in the treasurer's budget. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Fairgrounds Flag Pole *(timestamp: 01:50:39)*

At the last commissioner meeting, Fair Board member Ken Moss Jr informed Commissioners that the Fair Board is installing a flag pole at the fairgrounds. Mr. Moss also stated the Fair Board would be willing to have a second pole installed for the state flag, and that both could be part of the America 250 celebration. No decisions were made.

Retail Liquor License Annual Approvals *(timestamp: 01:52:19)*

The Board of Commissioners approved several requests for one-year retail alcoholic beverage licenses for the period of January 1, 2026 – December 31, 2026 from the following list of vendors:

Beer & Wine Sales

- Maverik, Inc. #630
- Dude Ranch Café Partnership
- American Legion Post 65 Inc
- K-C Oil, Inc.
- CJ's Travel Stop LLC
- Broulim's Supermarkets
- G&K Atkinson, LLC dba Central Services
- Family Dollar Store #28427
- Parkland USA Corporation dba On the Run Idaho
- Wind River Petroleum, Inc. dba Top Stop Convenience Store C-35

Service on Site

- Ronna Hess dba Chat N' Chew
- Hotel Malad LLC

Commissioner Eliason motioned to accept the retail alcoholic beverage licenses for the period of January 1, 2026 to December 31, 2026 for Maverik, Dude Ranch Cafe, American Legion, K-C Oil, CJ's Travel Stop, Broulim's Supermarkets, G&K Atkinson dba Central Services, Family Dollar, Parkland USA dba On the Run Idaho, Wind River Petroleum dba Top Stop Convenience Store, Ronna Hess dba Chat N' Chew, and Hotel Malad. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Oneida County Vehicle Use Policy *(timestamp: 01:57:48)*

The County Vehicle Use Policy was updated with the Commissioners' recommendations from the previous meeting. A ride-along waiver was discussed, as the Sheriff had provided a sample waiver in 2024. The Commissioners reviewed information from ICRMP regarding non-county passengers in county vehicles. While passengers are generally allowed, coverage for family members or non-county employees may be limited in the event of an accident or injury. Ada County's policy language was noted as an example, emphasizing that non-county employees are typically prohibited from riding in county vehicles.

A previous discussion with the County Extension Agent was referred to, regarding how best to handle using county vehicles within the 4-H program. County Attorney Lyle Fuller recommended that parents of 4-H participants sign a waiver upon enrollment in the 4-H program.

The Commissioners were satisfied with the vehicle policy updates as presented, except for the ride-along topic, which will be addressed in a future meeting. They also discussed whether the vehicle policy should be incorporated into the personnel policy. No decisions were made.

Review of Recent Power Outage Emergency Response *(timestamp: 02:23:42)*

Malad recently experienced a major power outage lasting at least 14 hours. During the event, the emergency department focused on providing food, shelter, and heat. The Event Center was open for those needing shelter, though most who arrived primarily needed power to charge cell phones.

Generators, water, and sewage disposal were addressed as part of the emergency response. A portable generator could not initially be taken to the school because someone had removed the valve stems from its tires. The generator was repaired at the shop and checked to ensure proper operation; the school is wired to run on the three-phase generator.

Rocky Mountain Power (RMP) reported that it will be at least six months before the substation is fully repaired. In the interim, the county will rely on the portable station. To minimize risk in the event of damage to a power pole, Rocky Mountain Power plans a six-week project to repair the bus line.

The outage highlighted both strengths and areas for improvement in emergency preparedness. Citizens can access the Event Center or the high school, both

equipped with generators, and the hospital can provide short-term meals. The Red Cross could provide additional shelter with tents, heat, and cots. Planning for future contingencies, generators are being checked regularly, and citizens are encouraged to maintain emergency supplies.

The emergency communications system was reported to be 85–90% effective, helping identify residents needing resources such as heat or oxygen. Certain generators may require manual activation and road conditions may complicate operations in future emergency situations.

The County plans to gather the Local Advisory Planning Committee (LAPC) and all relevant entities in late January after the bus line repair to debrief on the outage and identify improvements, particularly for potential winter emergencies. No decisions were made.

Area of Impact - 11:30am (timestamp: 02:41:410)

Mayor Hawkins stated that she was surprised by concerns from residents, noting that the city has only pursued annexation twice since she began serving on the City Council in 2001. In the future, a better explanation or a newspaper write-up was suggested to mitigate misconceptions. The mayor clarified again that the city has not been interested in annexing, and recent changes to annexation rules make it more difficult to do so.

Discussion included areas with existing city services. The north end of the map highlighted parcels in blue on the west, which have city water (three houses). An orange-highlighted area represents an approved subdivision with only one home currently. The potential for extending water and sewer, starting in the northwest corner, was discussed. The city engineer would need to be consulted for areas that are uphill or require a looped system. The reduced pressure zone on 4th and 1st was rebuilt last year and is the only area known to have pressure issues. Areas within the green line were considered feasible for sewer and water, though the northern part of town presents challenges.

Statements, including one prepared for Ada County, were reviewed. Public input at the hearing included several citizens in favor of reducing the impact zone and one in favor of keeping it the same. The map presented at the hearing was smaller than the 2023 version and is considered a suggested area.

Commissioners and city representatives discussed boundaries and agreed on the proposed changes. The Findings of Fact, Conclusions of Law (FFCL) will be presented at the next commissioner meeting for final approval, and Deputy Assessor Jaime Olsen will update the map to reflect the agreed-upon changes. It was also noted that property values do not change based on inclusion in the area of impact, and the city may annex property regardless of its location relative to the area of impact.

Commissioner Jeppsen motioned, following deliberation on the public hearing held December 2, 2025, to proceed with the Impact Zone Map boundary lines

as discussed, with the Findings of Fact and Conclusions of Law (FFCL), updated map, and the legal description to be prepared and brought forward for consideration at the December 22, 2025 meeting. Seconded by Commissioner Eliason. All ayes. Motion carried.

Vehicle Usage Checklist (timestamp: 03:31:03)

The County's vehicle use checklist was updated to emphasize that it must be completed whenever employees use county vehicles. Vehicles should be fueled with mid-grade gasoline.

Building Inspector Vehicle Use (timestamp: 03:35:15)

Due to proximity and scheduling, the County Building Inspector sometimes finds it difficult to drive his personal vehicle into town to pick up the county truck and warm it up before heading to a site. As a result, he has been using his personal vehicle. There was discussion about allowing him to take a county vehicle home, but no decisions were made.

Annual Road & Street Financial Report Approval (timestamp: 03:38:07)

The Annual Road & Street Financial Report summarizes the revenues, expenses, and fund balances for the county's road and bridge funds over the fiscal year. The report provides transparency, tracks how funds are spent on infrastructure, and meets state reporting requirements. The last page shows anticipated costs for future projects and deferred costs for projects that have not yet been completed.

Commissioner Eliason motioned to accept the Annual Road & Street Financial Report. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Old Avaya Telephones (timestamp: 03:40:23)

The county has upgraded its phone system, including new Yealink phones. The Avaya phones from the previous system have been collected and need to be disposed of. The county may either attempt to sell the phones on eBay or have Business Phone Specialists, who provided the original phones, dispose of them on the county's behalf.

Commissioner Eliason motioned to allow Business Phone Specialists to pick up and dispose of the Avaya phones from the old phone system. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Independent Contractor Agreement - Airport (timestamp: 03:45:15)

Airport Maintenance Manager Chase Albretson has signed the County's Independent Contractor Agreement and it was returned to the Board of Commissioners for approval.

Commissioner Eliason motioned to accept the Independent Contractors Agreement between Oneida County and Chase Albretsen for \$11,000 annual compensation. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Review of 4-County Commissioner Meeting Notes (timestamp: 03:47:52)

Commissioners recently attended the 4-County Commissioner meeting, where several topics were discussed. First, Memoranda of Understanding between the counties were reviewed, including one in which the counties could provide certain aid at no charge in the event of an emergency. Engineering services were also discussed, and valuable information from other counties was shared that Oneida County may wish to consider in the future. Stipends for Planning & Zoning board members on a per-meeting basis were also addressed, while compensation for other boards was less clear.

Commissioners noted that board members from the west part of the county invest significant time and fuel in attending meetings. These topics may be revisited in the future. No decisions were made.

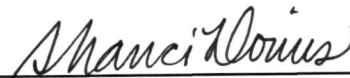
EXECUTIVE SESSION – 1:00pm (timestamp: 03:57:30)

*Commissioner Jeppsen motioned to adjourn the regular meeting and after a brief break, move into Executive Session per Idaho Code 74-206 74-206 (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general **and** per Idaho Code 74-206 (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. Seconded by Commissioner Eliason. Roll call vote: Ayes from Commissioners Eliason, Lewis, and Jeppsen. Motion carried.*

***** Meeting adjourned by 2:40 pm*****



Bill Lewis, Chairman



Shanci Dorius, Deputy Clerk