



ONEIDA COUNTY COMMISSIONERS

Bill Lewis, Chairman – Ken Eliason – Brian Jeppsen

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

Commissioners Meeting Regular - 27 October 2025 - 9:00AM

*** RECORDING# 251027-0165 ***

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 Jeppsen motioned approve the agenda as presented.
Seconded by Commissioner Eliason. 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
28	GENERAL FUND/CURRENT EXPENSE	\$ 14,930.35
20	ROAD AND BRIDGE	\$ 26,779.63
2	AIRPORT	\$ 305.81
8	DISTRICT COURT	\$ 1,151.95
5	JUSTICE FUND	\$ 3,640.22
1	HEALTH DISTRICT	\$ 15,689.00
1	PARKS & RECREATION	\$ 36.39
1	TORT	\$ 2,735.70
2	WEEDS	\$ 97.80
1	PILT	\$ 78,798.16
1	E-911	\$ 2,293.75
3	LATCF FUNDING	\$ 16,285.11
TOTAL:		\$ 162,743.87

Amended BOCC Minutes - 08.26.2024 (timestamp: 3:14)

An erroneous statement was discovered in the minutes from August 26, 2024 and the amended phrasing was suggested to properly explain the policy for overtime pay in the sheriff's office.

Commissioner Jeppsen motioned to amend the meeting minutes from August 26, 2024 regarding the regulated pay periods that will now read, "Law enforcement/patrol personnel work up to 86-hours per pay period at straight time. Seconded by Commissioner Eliason. All ayes. Motion carried.

Public Hearing to Amend the 2025 Budget Prior to Year-End Closeout - Resolution No. 2025-10-02 (timestamp: 08:54)

Commissioner Jeppsen motioned to move into the public hearing for the purpose of amending the 2025 budget to discuss Resolution 2025-10-02. Seconded by Commissioner Eliason. All ayes. Motion carried.

The commissioners opened a public hearing to amend to address Resolution 2025-10-02, a resolution of the Board of County Commissioners to amend the fiscal year 2025 budget prior to year-end closeout. The resolution states the Road & Bridge department exceeded its budget by \$2,925.31 due to the commissioners' approved purchase of a new truck. The Health District exceeded the salaries, benefits, and general expense budgets by \$828.75 (A-budget) and \$63.40 (B-budget) due to expenses taken from this fund rather than from the new account lines created in the general fund. The E-911 fund exceeded its budget by \$1,855.97 for the Solacom and ATC Communications account lines due to higher-than-anticipated costs.

The Board of Commissioners invited the public comment. One question was brought forward, with the individual seeking clarification on whether it is common for departments to exceed their budgets.

Commissioner Lewis motioned to close the public hearing. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

The Board of Commissioners entered into deliberation. There were no questions or concerns and commissioners recognized that while some line items went over budget, the overall spending stayed within the total budget.

Commissioner Eliason motioned to approve Resolution 2025-10-02, A Resolution of the Board of County Commissioners, Oneida County, State of Idaho, to Amend the Fiscal Year 2025 Budget Prior to Year-End Closeout. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Resolution to Transfer PILT Money to Balance Funds – Resolution No. 2025-10-03

(timestamp: 15:14)

The commissioners discussed a resolution to transfer \$74,691.81 of Payment In Lieu of Taxes (PILT) money to the county fair fund to cover approved expenses for fiscal year 2025. The commissioners had previously approved the fair budget with the understanding that these expenses would be funded through PILT money.

Commissioner Eliason motioned to approve Resolution 2025-10-03 which will approve the transfer \$74,691.81 from PILT funds to the county fair fund to cover 2025 fiscal year approved expenses. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Comprehensive Plan (timestamp: 17:50)

The commissioners held a lengthy discussion regarding the Comprehensive Plan, which is currently being updated. Included in the discussion was Planning & Zoning

Administrator Rhonda Neal, MSBT Law Attorney Geoff Schroeder and Consultant Nichoel Spencer. It was noted that the Comprehensive Plan serves as a guide for the county's growth and should not be treated as an ordinance. A distinction was discussed between the terms "prime" and "agricultural," with the suggestion that "prime" could be replaced with "active" to clarify policy intent.

The property rights section was revised to better reflect the requirements of the Takings Act (67-8001). The commissioners reviewed changes from the 2017 version, noting that certain statements granting priority to policies in this section are no longer included in the new version. It was emphasized that the county should not bind itself beyond what is legally required.

Questions were raised regarding private property rights, specifically a reference to spillover growth from Logan, Utah, over the period 2020–2025. Commissioners asked why Logan was used instead of Tremonton or Boxelder County, which are closer. Ms. Spencer explained that Logan and Cache County data were more robust and better suited for long-term growth forecasting. Commissioners requested that Brigham City be considered if appropriate and suggested clarifying that "Logan, Utah" represents all of Cache County. It was noted that grants typically rely on these growth numbers.

The commissioners also discussed the purpose of the Comprehensive Plan as a flexible guide. Over the past four years, Oneida County has issued approximately 40 permits annually, so forecasts may be higher or lower than actual activity. The plan is designed to allow for updates as needed, and MSBT Law's current contract divides the update process into two phases. Phase 1 includes the current revisions and updated map, while Phase 2 will include the water study and transportation plan, with a projected completion between March and May. Commissioners may adopt the current version now and again upon completion of Phase 2.

Regarding economic development, the commissioners confirmed that agriculture remains the county's largest industry. Phase 2 will verify all data and address additional commissioner questions. The addition of a future land use map was also discussed. It was clarified that a valid Comprehensive Plan must include a current future land use map; this is not a zoning map but a guide for anticipated growth and the basis for Findings of Fact and Conclusions of Law when reviewing requests.

It was emphasized that adoption of the current version allows the county to remain legally compliant while retaining flexibility for future updates. Commissioners acknowledged that additional adjustments could be made under future contracts as necessary.

Speed Study Appeal - Summit / Old Hwy 191 - Jeff & Laurene Semrad *(timestamp: 01:08:35)*

At a recent commissioner meeting, Jeff and Laurene Semrad requested that a lower speed limit be adopted on Summit Road and Old Highway 191, extending to the county line. A speed study conducted by Brian Wright with LHTAC indicated that no change was needed based on the road's geometry. Following those findings, the Semrads requested additional information regarding the road study.

Road & Bridge Supervisor Dianna Dredge contacted Jake Poulsen with engineering firm Keller Associates, who had the data from previous work on the road. The road was built to accommodate a 55-mph speed limit, and the geometry supports this based on the 85th percentile calculations. Data from the past five years also supports maintaining the 55-mph designation, with no serious injuries or fatalities reported.

The county received funding for the placement of rumble strips along Old Highway 191, a project expected to be completed by next summer. The rumble strips are intended to help keep vehicles within their lanes. There have been many changes along that road with growth on the summit, but permits and access points that are being granted continue to be based on the 55-mph designation. Commissioner Jeppsen will reach out to the Semrad's to relay the information shared in today's meeting.

R&B - Request to Waive Building Permit Fee - Holbrook Salt Shed (timestamp :01:24:40)

Road & Bridge Supervisor Dianna Dredge requested that the fee for a Holbrook Salt Shed building permit be waived.

Commissioner Lewis motioned to waive the building permit fee for the Road & Bridge Holbrook Salt Shed. Seconded by Commissioner Eliason. All ayes. Motion carried.

Ambulance Driver & Extrication Wage (timestamp: 01:25:30)

A request was made to raise the current ambulance driver pay from \$20.00 per call to \$25.00 per call. It was noted that most drivers also serve on the extrication crew. Typically, there are three 3 EMT's on a crew, though some shifts have only two. There is an individual on payroll that is trained in driving and extrication who can step in as the driver, allowing two EMT's to care for patients in the back of the ambulance.

Commissioner Eliason motioned to raise the extrication/driver employees with Oneida County Ambulance's run wage would increase from \$20.00 per run to \$25.00 per run. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Impact Zone recommendations from Malad City (timestamp: 02:04:30)

Mayor Joan Hawkins and City Councilwoman Jaime Olsen presented the Board of Commissioners with a map of the Impact Zone recommendations from Malad City.

The black line on the Impact Zone Map shows the suggested change. The grey area is the residential (R-1) zone where you can have 1-acre lots. The red represents the current impact zone that was adopted approximately 2-years ago and the black displays the proposed zone, showing a slight reduction from the previous version. The city boundary is somewhat highlighted in yellow to indicate city/county boundary.

Water and sewer, for the most part, would be available to those inside the impact zone although there are a few areas where sewer would need to be re-routed.

The city water system does not extend as far as Planning and Zoning thought it did. Councilwoman Olsen pointed out the actual boundaries to the commissioners.

The Board of Commissioners were advised by County Attorney Lyle Fuller on the procedures and timeline moving forward under the new statute effective July 1, 2024. If the county is initiating the modification of the Area of Impact, the County is required to give the City at least a 30-day notice of a public hearing to adopt the changes. Additionally, a 15-day notice to every property owner in the area impacted would need to be sent in addition to posting the notice in the newspaper. The Area of Impact must be completed by the end of December. With this deadline in mind, the Board of Commissioners scheduled the public hearing for December 2, 2025 to allow the proper amount of time to meet notice requirements.

Treasurer / Auditor Joint Quarterly Report (timestamp: 02:39:30)

Treasurer Leigh Love and Auditor Lon Colton presented the Board of Commissioners with the joint quarterly report from July through September showing the payouts and ending balance for the county.

Commissioner Jeppsen motioned to approve the Treasurer/Auditor Joint Quarterly Report as presented. Seconded by Commissioner Eliason. All ayes. Motion carried.

Sheriff - Comp Time (timestamp: 02:48:45)

The commissioners held an extended discussion with Sheriff Doug Williams regarding the county's comp time policy and compliance with federal regulations. The Sheriff reviewed the county's historical policy, noting it has been in place for many years. Sheriff Williams further explained that federal standards have changed over time and highlighted relevant provisions from 29 C.F.R. Part 553, which govern overtime and comp time for non-exempt employees. He emphasized that, based on his understanding of what he was reading, employees must be informed of the policy before starting work and may choose to receive payout, take time off, or decline comp time. This policy would apply to all county employees, not just those in the Sheriff's Department.

Attorney Lyle Fuller provided guidance, noting that while the Electronic Code of Federal Regulations (eCFR) is an authoritative online version of federal regulations, it is not an official legal source. He advised that if the county intends to update the personnel manual to include a new comp time policy, consultation with a specialist would be highly recommended due to the complexity of applicable rules and regulations.

The discussion also addressed scenarios in which employees do not have a recognized representative and clarified permissible uses of comp time under 29 C.F.R. § 553.23. The Sheriff and Attorney Fuller's guidance was provided to ensure that the county remains compliant while allowing flexibility for employees.

Commissioner Lewis motioned to delegate County Attorney Lyle Fuller to obtain professional legal counsel in the area of the labor and standards act to employees at the state with respect to comp time. Seconded by Commissioner Eliason. All ayes. Motion carried.

Commissioner Lewis motioned to use contingency funds to pay for a review of the Fair Labor Standards Act with regards to the Workers Comp Policy. Seconded by Commissioner Eliason. All ayes. Motion carried.

NRA Grant Application - Extension - 4-H Program/Sheriff's Office (timestamp: 03:31:00)

The Extension Office requested permission to use the County's Tax ID number to apply for a grant from the National Rifle Association, as they did last year. Last year, the office received half of the requested funding. This year, the Extension Office is collaborating with the Sheriff's Office to construct a 20×30-foot covered shooting stall. The building would be open on the front side and enclosed on the back side and is intended to replace an unused main building. The proposed location for the new building is near the 100-yard range.

Commissioner Jeppsen motioned to approve the 4-H Extension office use of the county's EIN number necessary to apply for the NRA Grant for the purpose of building another structure at the shooting range. Seconded by Commissioner Eliason. All ayes. Motion carried.

Probation Wage Compensation (timestamp: 3:39:57)

Probation Officer Gabe Jimenez questioned the wage increase he received, expressing concern that it did not reflect his performance relative to another employee. This led to a discussion regarding the planned wage increase, which was intended to be spread over a two-year period. Upon review, Commissioner Lewis confirmed that a discrepancy had occurred in the implementation of the increase.

Commissioner Lewis motioned to adjust the Chief Probation Officer's compensation to \$28.46, or an adjustment increase for the 2026 budget of \$1.63 per hour, retroactive to October 1, 2025, and to open the 2026 budget at the end of a year to increase the budget to correct this adjustment. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Credit Card Policy (timestamp: 03:46:38)

There were some employees who were unable to attend either training date earlier this month and their annual credit card policy training needs to be completed. It was discussed that Road & Bridge employees might be able to receive the training during a safety meeting and that department heads may review the training with employees as needed. Once training has been completed, the employees would sign the acknowledgement form.

The recently approved changes for the policy were discussed and it was verified that the amended (most current) version was used in the recent training and shared with employees. No further action was required.

Department Updates & Highlights – 10:30am (timestamp: various)

Clerk (Courts, Clerk/Auditor/Recorder, Elections) (timestamp: 03:55:30)

The courtroom remodel has been completed with the exception of some needed paint touch up. An open house will be planned in the near future to

invite the public to come see the improvements to the courthouse, including the new elevator, the remodeled courtroom and the ADA countertops in all offices.

Two court clerks recently attended meetings in Boise to discuss topics related to court recording, the handling of court records, and the software they use.

There were no contested races, so no election will be held in November. Because there were no preparations being made for an election, the Elections Office held an election workers appreciation dinner. The event was well attended and the evening turned out very well and was time well spent.

The Elections Office is also visiting neighboring counties to observe their elections processes in order to learn best practices and to learn more about the ballot on demand voting systems. One advantage to this system is that the county does not have to order a large number of ballot faces. Instead, the printer provides the correct ballot and there is less waste/unused ballots to pay for and account for. The Elections office plans to purchase some new equipment in the next few months.

The County approved the Fiscal Year 2026 budget following their budget hearing on August 25th. Fiscal Year 2025 expenses were approved and paid through the October 14th meeting prior to the budget being closed and presented to the outside auditor for review. Clerk Colton explained that when reviewing budgets, the bottom line is reviewed. One or two line items might be slightly over budget, but the department's total fund may not be over. The only time Lon presents a resolution is if the bottom line has been exceeded.

Green lights are on order for the County's participation in the Green Light for Veterans initiative. The courthouse will be lit with green lights the week prior to Veterans Day. The County would like to encourage citizens to participate at home in whatever capacity they are able.

The America 250 (A250) committee has come up with some great ideas for the nation's 250th Anniversary celebration, but has hit some roadblocks and hopes to work through those issues. Everything revolves around the 4th of July, and the City is in charge of what happens on that day. The committee is trying to involve as many citizens – of all ages – as possible in America 250 celebration planning and activities. The goal is to add something special to commemorate the celebration.

Treasurer (Tax Collector/Public Administrator) *(timestamp: 02:41:25)*

The total collections for September 2025 are \$20,688.08 which include outstanding delinquencies from the past 3 years (2022-2024). The total outstanding delinquent taxes as of September 30, 2025, are \$143,001.25. There are currently 18 delinquent accounts from 2022 taxes, and the office is working closely with each tax payer to help ensure all taxes are collected by December 31, 2025.

The Tax Drive will be the week of November 3-7. All tax bills are expected to be mailed by November 24th. All parcel owners may begin making payments anytime; however, the amount will be an estimate until the end of November, when the tax bills are completed.

As of September 30, 2025, the county has earned \$398,647.45 in interest for Fiscal Year 2025. Treasurer Love provided the Board with a graph showing where the County currently has investments.

Assessor (Revaluations) (timestamp: 02:44:38)

The Assessor's Office is currently focused on the normal day-to-day operations. Oneida County's Revaluations Appraiser, Mindi Cluff, is out conducting occupancies. With approximately 40 new buildings (mostly larger structures), growth in Oneida County remains steady. Deed processing continues at a consistent pace, with approximately 40 new homes or buildings scheduled for occupancy next month.

The office is learning the new mapping system, but training has been difficult since the state has new personnel as well. The office is exploring additional support options in order to continue to serving customers effectively. The new ArcPro system is expected to be an improvement, but it is more complex than the previous system.

Ambulance (timestamp: 01:35:15)

The ambulance department has responded to several difficult calls over the past few months and the crews have handled them professionalism. The delivery of the new ambulance has been delayed until next year. Oversight for the State EMS program has been transferred to the military, and the change has been positive so far.

Maintenance concerns were addressed at the ambulance bay, where weeds had grown 6 to 7 feet tall due to lack of spraying. An ambulance employee brought a skid steer and cleared the weeds around the EMS building and the county's bulk fuel tank nearby. In the future, the Weed Department will be contacted for spraying.

Previously, there had been discussion about adding onto the ambulance building; however, the referenced program is no longer in place and other options are being sought.

Extension (4-H) (timestamp: 03:36:00)

The Extension Office has had a very busy few months, with the County and State Fairs occupying much of the time. A practice 4-H horse show was successful in preparing Oneida County youth for the fair contest. This year the livestock weigh-in was held on Monday, a change that was generally well-received. There were livestock animals for the public to view all week, which included 15 steers, 33 hogs, 12 goats, and 70 sheep. The 4-H dog show also

moved into the Event Center this year and the kids had a great time showcasing their companion animals. The working ranch horse 4-H group had a great contest on Tuesday morning, marking a promising start to a growing program. The quality of livestock was complemented by a number of judges who came to evaluate these animals. The Fairboard did a great job of having plenty of vendors and fun activities available for participants and spectators and the Fairboard's support is greatly appreciated.

This fun and successful fair week included participation at the state level by 18 Oneida County youth, where several of whom experienced success. There was also a livestock judging team that competed very well at the state fair and shows promise for future competitions.

The Extension Department has also worked with the ISDA and the county commissioners to bring a storage container to Oneida County to store bait/pesticide for grasshopper and Mormon cricket control. In the past, land owners who qualified for this ISDA program had to go to Pocatello or Preston to pick up pesticide for their property. Now there is plenty on-hand locally for residents to use with ISDA approval, which will be a great benefit to the community. The grasshoppered bait container has been placed near 2-Mile.

Looking forward to the fall and winter season, the Extension office will be offering a wide array of classes ranging from cooking classes to classes on personal health, beef schools, forage schools, and more. Ideas for additional class topics are encouraged.

Airport *(timestamp: 01:42:21)*

Airport Board Administrator Kathy Ray shared an update on the progress of the runway lighting replacement grant and the activities that have been completed so far and stated they are on-track to have the project completed by next year.

Parker Venable and his crew spread new gravel around the airport and fixed the barrow pit for water mitigation.

There are old planes that sit in the tie-down areas and they are needed. There will now be a \$5-per-night charge for use of the tie downs and to prevent the area from being a long-term storage area.

Brilee Bastian has cleaned the pilot's lounge for the past year and has resigned in order to focus on school. Whitney Cook has agreed to clean the pilot's lounge for 2 hours per week but she charges more than what is budgeted (\$24). The Board of Commissioners advised continuing to look for someone who will clean for the budgeted \$12 hourly price.

Safety and access concerns were discussed. A speed limit sign will be placed on airport property, as some vehicles have been driving too fast, creating a

safety hazard. It was also suggested that clarification on who is authorized to access the airport be clarified as it is not a public thoroughfare.

America 250 Flag Raising Ceremony at Hess Pumice (timestamp: 03:52:55)

Many of the businesses in town have been asked to participate in the America 250 celebrations. Hess Pumice has purchased a large flag and flagpole that is being installed. The American Legion will participate in the official flag raising ceremony and the county representatives will be invited to attend and participate in a photo opportunity. The ceremony date will be announced in the near future.

Green Light for Veterans (timestamp: 03:53:33)

The Board is designating the week of November 4-11, leading up to Veteran's Day, as an opportunity for the County to participate in the Green Light for Veterans initiative by displaying green lights to show support for our veterans. These lights may be on porches, businesses, and the county courthouse will have green floodlights that will light the building. The national campaign's goal is to raise awareness about the challenges veterans face and to honor their service by encouraging communities to "light up in green".

Thank You Notes from the Board (timestamp: 03:54:20)

A thank-you note for outgoing Planning & Zoning Board member Josh Paskett was signed by the Board of Commissioners. It was noted that, in the future, cards may be signed by the board without an agenda topic, consistent with a motion made previously regarding this practice.

Qualifying Commissioner Meeting Agenda Items (including Executive Sessions)

(timestamp: 04:09:40)

The commissioners consulted with County Attorney Lyle Fuller regarding roles and responsibilities for meeting agenda items and executive sessions. Mr. Fuller advised that the Board of Commissioners has ultimate authority over agenda topics and may establish a formal submission process with a deadline for agenda requests. Regarding executive sessions, he clarified that commissioners and department heads may consult with the County Attorney's Office to determine whether an executive session is warranted.

This topic will be revisited after additional information is gathered.

EXECUTIVE SESSION (timestamp: 04:29:25)

Commissioner Lewis motioned to move into Executive Session per Idaho Code 74-206 (1)(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;* and per Idaho Code 74-206 (1)(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;* Seconded by Commissioner Jeppsen. Roll call vote: Ayes from Commissioners Lewis, Eliason, and Jeppsen. Motion carried.

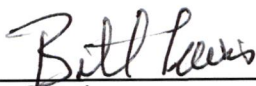
Discussion & Potential Action Regarding Matters Discussed in Executive Session (if needed) (timestamp: 04:31:17)

No discussion was needed. It was noted that the last meeting included an executive session that was mistakenly listed under Section J, which referenced Section A, and it was mistakenly understood that the session could be amended to Section A. The error was acknowledged and the board is aware of the proper process moving forward.

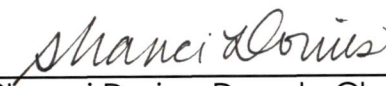
WOODRUFF BRIDGE – RIBBON CUTTING CEREMONY – 2:30pm

The Board of Commissioners may attend a community ribbon cutting ceremony for the Woodruff Bridge following the adjournment of the regular commissioner meeting, and a quorum of the Board may be present. No County business will be discussed nor will any decisions be made during this community event.

***** Meeting adjourned by 2:15 pm*****



Bill Lewis, Chairman



Shanci Dorius, Deputy Clerk