



BANNOCK COUNTY COMMISSIONERS' – MEETING

Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

Tuesday, January 6, 2026

9:00 AM Business Meeting (action items)

Agenda:

- Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
- Ratify signature on Change Order #1 from Idaho Fire and Flood (action item)
- Discussion pertaining to hiring an appraiser for a property with potential executive session under Idaho Code §74-206(1)(c) to acquire an interest in real property not owned by a public agency with possible action following adjournment of Executive Session (requested 5 minutes) (action item)

RESOLUTIONS AND ORDINANCES (action items):

Resolution No. 2026-1 Approving December 2025 Salaries

Resolution No. 2026-2 Approving December 2025 Alcohol Licenses

Resolution No. 2026-3 Self- Certification to Increase Micro-Purchase Threshold for Federal Funds

Resolution No. 2026-4 Authorizing the Destruction of Records

LETTERS AND NOTICES (action items):**SIGNATURE ONLY (action items):**

Memo: Authorization to destroy documents

Commissioners' Proceedings – December 2025

CONSENT AGENDA (action items):

- Manual Checks
- Alcohol Licenses and Catering Permits
- Certificate of Residency Approval
- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Mileage and Travel Approvals
- Minutes: Approval of and signature on certification for meeting minutes for December 30, 2025



IDAHO FIRE & FLOOD RESTORATION INC.
WWW.IDAHOFIREANDFLOOD.COM
P: 208-241-2230 F: 208-242-3820

No.: POC-25-0305-WTR

CHANGE ORDER # 1

Customer(s): Bannock County
Address: 624 E center St

Date: 12/29/25
City/State/Zip: Pocatello, ID 83201

1. **Description of Changes in Work, Materials and/or Equipment Installed.** Pursuant to the terms and conditions of the Agreement dated _____, Customer authorizes and requests the change(s) in the Work specified below. The Agreement and/or scope of work is hereby changed as follows (*continue on separate sheets, if necessary*):

2. **List of Documents Incorporated into this Change Order:**

3. **Change in Contract Price.** As a result of the changes described above, the amount payable to Contractor is hereby modified as follows. This Change Order shall:

Increase the cost of the work by \$ 2,569
 Decrease the cost of the work by \$ _____
Total Revised Contract Price: \$ 2,569

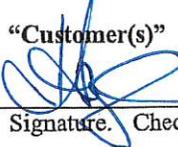
4. **Progress Payments.** Changes, if any, in progress payments: None; As follows:

5. **Completion.** As a result of the changes described above, the approximate days for substantial completion of the Work is hereby modified as follows (if applicable):

6. **Note About Extra Work and Change Orders:** Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of any progress payments.

7. **Terms.** This Change Order supersedes any contrary terms and provisions in prior agreements. All other applicable terms and conditions of the written agreements between the parties shall be unaltered by this Change Order and shall remain in full force and effect.

I HAVE READ THIS CHANGE ORDER AND I UNDERSTAND IT. I ALSO UNDERSTAND I AM ENTITLED TO A COMPLETELY FILLED-IN COPY OF THIS CHANGE ORDER, SIGNED BY BOTH ME AND THE CONTRACTOR, BEFORE CHANGE ORDER WORK MAY BE STARTED.

"Customer(s)"

Signature. Check one: Customer; Customer's Agent

Jeff Hough, Commission Chairman
Print Name and Title

CONTRACTOR

Signature

Aaron Allen Mgm
Print Name, and Job Title

BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

KEN BULLOCK
 Commissioner
 3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Ken Bullock

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Discussion pertaining to hiring an appraiser for a property with potential executive session under Idaho Code §74-206(1))(c) to acquire an interest in real property not owned by a public agency with possible action following adjournment of Executive Session

Date of meeting being requested:

01/06/2026

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Jason Dixon, Jonathan Radford

In the Matter of APPROVING)
DECEMBER 2025 SALARIES)

R.S. No. 2026-1
 January 6, 2026

RESOLUTION

WHEREAS, salary approval forms, for the month of December 2025, have been submitted for approval by the Board of County Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

Date Approved	Name – Position Department – Reason for Change	Effective Date & Salary
12/02/2025	Caid Moore – Maintenance Technician Level 2 Maintenance – Replacing Parker Blad	12/08/2025 \$19.68/hr
	Andrew Cervantes – Deputy Detention Division Jail – Replacing Riley Williams	12/08/2025 \$23.52/hr
	Bailey Denley – Deputy Detention Division Jail - Replacing Jordan Egbert	12/13/2025 \$23.52/hr
	Trevor Fuhriman – Deputy Detention Division Jail – Replacing Michael Sparrow	12/08/2025 \$23.52/hr
	Spencer Lindsay – Law Clerk Prosecutor’s Office – Position requirements	11/26/2026 \$2,652.92/biweekly
12/09/2025	Melissa Campbell – GIS Analyst I GIS – Replacing Danielle Huerta	12/29/2025 \$22.54/hr
	Noa Samuel Lora – Class/Booking Deputy Jail – Replacing Bailey Denley	12/27/2025 \$18.47/hr
12/23/2025	Ralph Vandyke – Deputy Detention Division Jail – Replacing Gentry Geary	12/27/2025 \$26.74/hr
	Ralph Vandyke – Deputy Detention Division Jail - Demotion	12/18/2025 \$26.74/hr
12/30/2025	Harli Williamson – Intern Juvenile Justice/The Village	01/05/2026 Intern
	Eliza Casper – Intern Juvenile Justice/The Village	01/05/2025 Intern

BOARD OF BANNOCK COUNTY COMMISSIONERS

 Jeff Hough, Chair

 Ernie Moser, Member

 Ken Bullock, Member

ATTEST: _____
 Jason C. Dixon, Clerk

In the Matter of APPROVING)
 DECEMBER 2025 ALCOHOL LICENSES)

R.S. No. 2026-2
 January 6, 2026

RESOLUTION

WHEREAS, in the month of December 2025, the following applied for the following licenses and have been issued permits by the District Health Department and do not have any disqualifications;

NOW, THEREFORE, BE IT RESOLVED that the following applications for licenses/permits be approved.

DATE APPROVED	LIC #	TOTAL	OWNER/APPLICANT	DBA/Event
12/02/2025	ACP2025-016	\$20.00	Jim Dandy Brewing	Company holiday party
12/09/2025	ABL2025-168	\$125.00	Christiano	The Mart
	ABL2025-167	\$125.00	MLD Investments	Pocatello KOA
	ABL2025-166	\$200.00	Rogue LLC	Rogue
12/18/2025	ABL2025-169	\$175.00	BFFE 20 LLC	The Loading Pen

BOARD OF BANNOCK COUNTY COMMISSIONERS

 Jeff Hough, Chair

 Ernie Moser, Member

 Ken Bullock, Member

ATTEST: _____
 Jason C. Dixon, Clerk

In the Matter of SELF-CERTIFICATION)
 TO INCREASE MICRO-PURCHASE)
THRESHOLD FOR FEDERAL FUNDS)

R.S. 2026-3
 January 6, 2026

RESOLUTION

WHEREAS, Bannock County, from time to time, receives federal funding for the purpose of purchasing goods and services that are subject to the procurement standards in the Uniform Guidance in 2 C.F.R. Part 200; and

WHEREAS, procurement of such goods and services is also subject to Idaho Code Title 67, Chapter 28 Purchasing by Political Subdivisions and the Bannock County Procurement Policy; and

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(ii), micro-purchases can be awarded without soliciting competitive price or rate quotations if the price has been considered to be reasonable based on research, experience, purchase history or other information and documents that should be documented; and

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(iii), Bannock County is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a micro-purchase threshold not to exceed \$50,000 can be made with an annual self-certification and documentation maintained and made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation; and

WHEREAS, 2 C.F.R. §200.320(a)(iv)(C) allows a higher threshold consistent with State law for public institutions; and

WHEREAS, Idaho Code §§67-2805 and 2806 require solicitation of quotes for procurements at or above \$100,000 for construction projects or services/personal property; and

WHEREAS, Bannock County's Procurement Policy sets thresholds that follow State law; and

WHEREAS, increasing the federal micro-purchase threshold will ensure procurement compliance and uniformity for all County purchases;

NOW, THEREFORE, BE IT RESOLVED, in accordance with 2 C.F.R. §200.320(a)(1)(iv) and Idaho law, the Board hereby self-certifies the micro-purchase threshold,

which is a “higher threshold consistent with State law” under 2 C.F.R. § 200.320(a)(1)(iv)(C) for procurements with federal funds at \$50,000, which is at or below Bannock County’s Procurement Policy and Idaho Code thresholds.

BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

Attest: _____
Jason C. Dixon, Clerk

In the Matter of AUTHORIZING THE)
DESTRUCTION OF RECORDS)

R.S. No. 2026-4
January 6, 2026

RESOLUTION

WHEREAS, Idaho Code §31-871 requires the Board of County Commissioners to authorize destruction of records that are not required as permanent records and that have met the minimum retention period provided by the retention schedules and are no longer required by law or for county business; and

WHEREAS, the Commissioners' Office has requested destruction of records that have exceeded their minimum retention according to the retention schedule, or have been scanned and saved to a permanent location; and

WHEREAS, Idaho Code §31-871(2) states records may only be destroyed by resolution of the Board of County Commissioners after regular audit and upon the advice of the prosecuting attorney;

NOW, THEREFORE, BE IT RESOLVED that the Commissioners' Office is authorized to destruct the original paper records listed below:

- 2003: BOE, miscellaneous documents from Veterans, Weed, Road and Bridge, mail, Prosecutor, Public Defender, PDA, PILT, plats, Landfill, legislation, and RDA
- 2002: Miscellaneous documents from Juvenile, Indigent appeals, mail, bids, budget, IAC, Weed, BOE, tax cancellations, Road and Bridge, RDA, railroad easements, PSWCD, PILT, plats, oaths, NACo, legislative, and Landfill

and that such destruction occurs under the supervision of the Bannock County Clerk.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

Memo

To: BOCC
From: Bannock County Clerk
Date: December 31, 2025
Re: Authorization to destroy documents

The Clerk is requesting authorization from the Bannock County Commissioners to dispose of closed grant files according to the records destruction schedule set forth by the Bannock County Clerk's Office.

Documents for disposal include:

Project End Date	Funder	Project Name
9/30/2001	Idaho State Police	Sheriff's Help and Recovery Environment (SHARE)
9/30/2002	Idaho State Police	Sheriff's Help and Recovery Environment (SHARE)
9/30/2003	Idaho State Police	Sheriff's Help and Recovery Environment (SHARE)
12/1/1998	Idaho Dept of Health & Welfare	Education Partnership: Sheriff's Youth Camp
9/30/2006	Idaho Supreme Court	Child Protection Pilot Program
9/30/2007	Idaho Supreme Court	Juvenile Drug Court Officers
9/30/2008	Idaho Supreme Court	Juvenile Drug Court Officers
9/30/2009	Idaho Supreme Court	Juvenile Drug Court Officers
9/30/2010	Idaho Supreme Court	Juvenile Drug Court Officers
9/30/2011	Idaho Supreme Court	Juvenile Drug Court Officers
9/30/2012	Idaho Supreme Court	Juvenile Drug Court Officers
9/30/2013	Idaho Supreme Court	Juvenile Drug Court Officers
9/30/2014	Idaho Supreme Court	Juvenile Drug Court Officers
9/30/2015	Idaho Supreme Court	Juvenile Drug Court Officers
9/30/2016	Idaho Supreme Court	Juvenile Drug Court Officers
9/30/2017	Idaho Supreme Court	Juvenile Drug Court Officers
11/30/2008	Idaho Supreme Court	SJI Case Manager
6/30/2001	Idaho Department of Parks and Rec	South Pocatello RV Dump
6/30/2006	Idaho Department of Parks and Rec	Groomer Maintenance and Storage Building
6/30/2007	Idaho Department of Parks and Rec	Transport Truck
6/30/2008	Idaho Department of Parks and Rec	Crystal Summit Parking lot
2/15/2004	Idaho Department of Parks and Rec	Snowmobile trail markers
3/1/2006	Idaho Community Foundation	Fairgrounds garden and path
5/3/2005	Idaho Community Foundation	Fairgrounds concrete wall on Ifft Road
12/31/2012	USDA Forest Service	SF Mink Creek Box Canyon Culvert Replacement
6/30/1995	Idaho State Parks and Recreation	S Bannock County RV Park - Downey
9/30/2000	Idaho Dept of Health & Welfare	Sheriff's Youth Camp
9/30/2001	Idaho Dept of Health & Welfare	Sherriff's Youth Camp
9/30/2002	Idaho Dept of Health & Welfare	Sherriff's Youth Camp
9/30/2003	Idaho Dept of Health & Welfare	Sherriff's Youth Camp
6/30/2006	Idaho State Police	Sherriff's Youth Summer Camp

9/30/2003	Idaho DEQ	Idaho Waste Tire Management
8/30/2008	Idaho Department of Lands	Fire Liaison - Fuels Reduction for Mink Creek, Johnny Creek and Pocatello Creek
12/1/2007	Idaho Department of Lands	Fire Liaison - Fuels Reduction for Buckskin
10/2/2012	Idaho Department of Lands	Fire Liaison - Fuels Reduction for Summit Hills, Blind Springs, and Pebble Creek
5/1/2008	Idaho Dept of Health & Welfare	EMS training
9/30/2004	Idaho Dept of Health & Welfare	EMS training
6/30/2005	Idaho Dept of Health & Welfare	EMS training
6/30/2005	Idaho Dept of Health & Welfare	Pediatric IV Arm
6/30/2006	Idaho Dept of Health & Welfare	EMS equipment
6/30/2006	Idaho Dept of Health & Welfare	EMS training
10/10/2012	Idaho Department of Commerce	Downey Fire Station Project
5/30/2015	Idaho Dept of Health & Welfare	Search and Rescue Equipment
5/30/2015	Idaho Dept of Parks and Rec	Search and Rescue Equipment
6/30/2011	Idaho Dept of Health & Welfare	Search and Rescue Truck
6/30/2008	Idaho Dept of Health & Welfare	Search and Rescue Truck
9/30/2006	Idaho Transportation Department	Search and Rescue Equipment
9/30/2008	Idaho Transportation Department	Search and Rescue Equipment
7/12/2010	US Department of Energy	Energy Efficiency upgrades
9/30/2016	Idaho Transportation Department	Occupant Protection
9/30/2015	Idaho Transportation Department	Occupant Protection
9/30/2014	Idaho Transportation Department	Occupant Protection
9/30/2013	Idaho Transportation Department	Occupant Protection
9/30/2012	Idaho Transportation Department	Occupant Protection
9/30/2011	Idaho Transportation Department	Occupant Protection
9/30/2010	Idaho Transportation Department	Occupant Protection
9/30/2009	Idaho Transportation Department	Occupant Protection
6/30/2001	Idaho	Families First
9/14/2006	Idaho	Families First
8/13/2012	US Department of Energy	Energy Efficiency upgrades

Thank you for your consideration in this matter.

BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chairman

Ernie Moser, Commissioner

Ken Bullock, Commissioner

BOARD OF BANNOCK COUNTY COMMISSIONERS' PROCEEDINGS – December 2025

The following is a synopsis of proceedings, pursuant to Idaho Code §31-819, of the Board of Bannock County Commissioners for December 2025, to wit, of which a complete set of minutes is on file at the Bannock County Clerk's Office, Pocatello, Idaho, or can be found online at www.bannockcounty.gov.

Dec 2: Pathology Services Agreement with Ada County approved. Janitorial services contract entered with Night Owl Janitorial Services not to exceed \$151,260. Offer of \$250 accepted for parcel RPRDCPD005210. Donation for Christmas in the Nighttime Skies to be paid from 25th Birthday line item. Resolution Nos. 2025-85 Authorization and Order to Reallocate Funds; 2025-86 Approving November 2025 Alcohol Licenses; and 2025-87 Approving November 2025 Salaries were passed. Signed request for reimbursement for Northgate Interchange contribution. Consent agenda items approved.

Dec 9: Quit claim deeds were signed to clean up property boundaries near Hawkins Reservoir. Canvass of Votes for December 2 election accepted. Tax cancellation requests granted. Revised Passthrough Funds Recipient Agreement with IDJC was approved. Matthew S. Baker was added to the Survey Review Roster by contract. Parade permit application was approved/ratified for Pearl Harbor Remembrance. Executive sessions held to consider personnel matters. Claims agenda items, quit claim deed, and publication notice for proceedings were approved.

Dec 11: Claims agenda items were approved. Executive session was held to consider personnel matters.

Dec 16: Tax cancellation requests were granted. Agreement with IDJC for D6 services was approved. Resolution 2025-88 Approving Tax Cancellation Requests, and Ordinances 2025-09 City of Downey Area of Impact, 2025-10 City of Inkom Area of Impact, 2025-11 City of Lava Hot Springs Area of Impact, 2025-12 City of McCammon Area of Impact, 2025-13 City of Pocatello Area of Impact, 2025-07 City of Arimo Area of Impact, and 2025-08 City of Chubbuck Area of Impact were passed. Contract with Sharp Performance was approved. Authorized destruction of documents. Consent agenda items were approved. Proposals for Lava Ranches Fuels Reduction Phase 2 were accepted for review from Retroscape LLC, Absolute Forestry LLP, Bob McKee Construction, and CR Fence Company LLC. Executive session was held to consider personnel matters. Tadd Bybee was appointed to the Snow Groomer Board.

Dec 18: Agenda amendment accepted. Cooperative Agreement entered with ITD for Hwy 91 widening project. Executive sessions held to communicate with legal counsel and for consideration of exempt records. Cooperative Forest Road Agreement approved. Lease documents signed for landfill compactor. Consent agenda items approved. Qualifications responses accepted for review from Beckon Land Design, FFKR Architects, Heco Engineers, Rodney Evans + Partners, and SZABO Landscape Architecture on Master Planning Services.

Dec 23: Cremations assistance was approved for case 20260008 and denied for cases 20260007 and 20260009. Releases of lien were signed. Ambulance District Board granted partial fee waiver to Lava Hot Springs Chamber of Commerce for Ambulance Standby at Winter Festivity. Fee waiver granted to Lava Hot Springs Chamber of Commerce for bleacher rental for Winter Festivity. Change orders 12 and 13 for Headwaters Construction were signed. 2025 Annual Road and Bridge Financial Report approved. Application for Underage Alcohol Grant approved.

FY2025 Vessel Report approved. Quarterly Jail Inspection Report approved. Resolutions 2025-89 Authorizing the Destruction of Records and 2025-90 Approving Tax Cancellation Requests were passed. Consent agenda items reviewed and approved.

Dec 30: Release of lien signed for case numbers 40090048 and 20140019. TimeKeeping Systems, Inc. contract approved for corrected signature. Mechanic 3 position approved for posting. Personnel policy updates were approved. Commission document disposal was approved. Consent agenda items were approved.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

Attest: _____
Jason C. Dixon, Clerk

Published: January 10, 2026

**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the date(s) of December 30, 2025, as approved during the meeting of January 6, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, December 30, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Attorney Jonathan Radford, Comptroller Kristi Klauser, and HR Director Matthew Phillips

Agenda Details

AGENDA	
	Regular Business and Claims Meeting (action items)
	Agenda:
1	<ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
2	<ul style="list-style-type: none"> Adam McKinney, Information Technology, regarding (1) a discussion about donating a surplus generator to Oneida County and, (2) a signature on Master Services Agreement with TimeKeeping Systems, Inc. (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Buddy Romriell, Public Works, seeking a discussion pertaining to hiring for the Mechanic 2 vacancy (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Matthew K. Phillips, Human Resources and Risk Management, requesting to discuss and approve revisions to personnel policy as they pertain to (1) including Juneteenth as an observed holiday and, (2) statuses to allow 401(k)/457(b) enroll with Roth for part-time and casual employees (requested 10 minutes) (action items)
5	<ul style="list-style-type: none"> Hal Jensen, Planning and Development, requesting to provide an update on the Land Use and Development Ordinance Timeline (requested 15 minutes) (potential action item)
6	SIGNATURE ONLY (action items): Memo authorizing disposal of documents
7	CONSENT AGENDA (action items): <ul style="list-style-type: none"> Board of Ambulance District: Invoices and Commissioner Report Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session Payroll Report Alcohol Licenses and Permits Certificate of Residency Approval Memorandum Authorization for Accounts Payable Cardholder User Agreement and Authorization Manual Checks Mileage and Travel Approvals Minutes: Approval of and signature on certification for meeting minutes for December 23, 2025

Meeting Notes

- 1 9:00 AM Hough called the meeting to order. Moser moved to approve a release of lien for case numbers 20090048 and 20140019. The motion passed.
- 2 9:01 AM McKinney explained power issues that Oneida County experienced. He suggested, as a solution, donating a generator that is 25 years old. It was formerly housed at the Chubbuck Police Department, and has been stored for several years. It has been offered to other departments in the County with no interest. Discussion ensued on McCammon's potential need for a generator and other generators that might be available. The generator should be offered to McCammon first.
9:03 AM McKinney explained the Guard1 equipment master services agreement, as formality, needs signed on the correct lines. Moser moved to approve signature. The motion passed.
- 3 9:04 AM Jason Murdock, Shop Supervisor, also appeared. Romriell explained after the mechanic retired, to help ease burden on staff, they tried outsourcing oil changes, but that did not work out. The recommendation is to advertise the position at the highest level, a Mechanic 3. Doing this would still fall under budget. Murdock explained the position is technical work and requires more knowledge. Bullock moved to post at the requested pay level. The motion passed.
- 4 9:13 AM Phillips reviewed personnel policy updates. A full policy update is forthcoming, but there are two items to approve. Juneteenth was approved previously approved and has been added to the Holiday schedule. To comply with legislative changes, the employment statuses need changed to allow retirement contributions for part-time and casual employees. Discussion ensued on last week's announcement of a federal holiday. Hough moved to approve the policy changes. The motion passed.
- 5 9:20 AM Assistant Director Tristan Bourquin also appeared. Jensen reviewed updates to the timeline for the ordinance rewrite. Bourquin explained how the timeline was developed, and rezone issues that are possible. Discussion ensued on multi-use zoning issues, takings analysis, and items that have interrupted the rewrite timeline. Jensen relayed they are working on something that works, makes sense, is legally defensible, and not politically motivated.
9:39 AM Radford added discussion regarding legal outlay, federal constitution, zoning, regulatory taking, and Idaho clauses for further protection.
- 6 9:43 AM Hough moved to approve document disposal. The motion passed.
- 7 9:44 AM Bullock moved to approve the items on the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Release of lien signed for case numbers 40090048 and 20140019.	Indigent
TimeKeeping Systems, Inc. contract approved for corrected signature.	IT
Mechanic 3 position approved for posting.	Road and Bridge/HR
Personnel policy updates were approved.	HR
Commission document disposal was approved.	Commission/Resolution
Consent agenda items were approved.	Auditing/Resolution