

MEETING AGENDA ONEIDA COUNTY COMMISSIONERS



January 25th, 2021
10 Court Street, Malad, Id. 83252

This meeting will be held in the court room to accommodate social distancing.
Participation via telephone is also available. (see information at the bottom of the agenda)

TIME

TOPIC

- 9:00 Meeting called to order. Pledge of allegiance and Prayer (by invitation)
- Approve the consent agenda; Action Item
 - Claims and meeting minutes from January 11th.
 - Road issues. Ruth Zivkovic
 - Law Enforcement contract with the U.S. Forest Service. Sheriff Jones Action item
 - Emergency Services grant money – future projects. Dan Williams Action item
 - Felony probation office space. Attorney Brower Action item
 - Diversion program tutors. Probation office Jimenez Action item
 - County road standards. P&Z board members /road foreman Scott Blaisdell Action item
 - Contract with Malad City for building inspection services. Action item
 - Treasurer/Auditor Quarterly report. Action item
 - Tree pruning at the fairgrounds. Action item
 - Building permit report – how often and what information is needed. Commissioners
 - Offer of employment letter. Action item
 - Vehicle use policy - mileage reimbursement rate and eligibility Action item
 - Gun Club use of the fairgrounds – scheduling and “proper use” plan to accommodate those citizens going to the extension office / events center. Action item
 - Review one bid for the partial interior remodel at the annex building Action item
 - Board member replacement for the Planning and Zoning Commission discussion

To participate via telephone dial: 1 253 215 8782 US (Tacoma)

Meeting ID: 350 021 1232

MEETING MINUTES OF A REGULAR MEETING BOARD OF ONEIDA COUNTY COMMISSIONERS

The meeting was opened by Commissioner Christophersen leading the Pledge of Allegiance and offering a prayer.

Commissioner Lewis called for a review of the agenda.

Commissioner Lewis made the motion to amend the agenda to include discussion on public defender, updates on the county web site rebuild and Oneida County Crisis Center.

Commissioner Eliason seconded. All commissioners approved and the motion carried.

The first agenda item dealing with road issues was cancelled by the requestor.

Law enforcement contract with the U.S. Forest Service – This contract provides reimbursement to the Sheriff for time spent by his deputies when they monitor the campgrounds on forest service property. The contract is being presented for renewal with all provisions remaining the same.

Commissioner Christophersen made the motion to approve the renewal of the U.S. Forest Service contract for law enforcement to patrol their campgrounds in Oneida County.

Commissioner Eliason seconded. All commissioners approved and the motion carried.

Emergency Services grants – Dan Williams reported on the available money in both grants that the county receives on behalf of emergency services. The 2020 SHSP grant and the 2020 EMPG grant both contains about \$20,000.00 dollars. The EMPG grant has \$12,000.00 dollars allocated to wages with \$8,000.00 for other expenses allowed by the grant. It was further reported that \$900.00 dollars remain unused from the 2019 EMPG grant and may be requested for carryover and use this year. The SHSP grant requires that 25% must be used in law enforcement.

Currently suggestion for expenses are two ham radios for communications during an emergency. Dan will be organizing another LEPC meeting to gather representatives of the various organizations from the community such as the hospital, law enforcement, ambulance etc. to gather information and determine needs in the community that will help prepare for emergency situations. The grant to aid in rewriting the county hazard mitigation plan has not been awarded yet however it is anticipated that they will award the money soon.

Felony probation office space – Attorney Brower wanted to remind the commissioners about the need for office space for felony probation. He was hoping to utilize some space in the vacant extension office. This issue will be addressed later in the meeting.

Diversion program tutors – Probation is currently helping kids through the diversion program by giving them assistance with schoolwork. These kids are in trouble at school or failing in their studies and the diversion program is their last option. The request has been made to hire a

tutor to help in the office four or five hours per week. Supplies like computers and tablets have been donated and gathered but there seems to be no other resource for helping with the school work itself. Probation indicated that the \$2000.00 dollars in their conference and training budget would not be used due to meetings being held virtually during the Pandemic and suggested that they be allowed to use this resource to fund a part time tutor for the approximate 17 weeks remaining in the school year at a rate of \$12.00 dollars per hour for 5 hours per weeks and suggested deputy probation officer Christophersen daughter as one that could help.

Commissioner Christophersen made the motion to reallocate budget from the probation account for conference and training for the purpose of acquiring a tutor for 17 weeks at \$12.00 dollar per hour for 5 hours per week.

Commissioner Eliason seconded the motion. All commissioners approved and the motion carried.

Commissioner Lewis made the motion to have a contract written up for this temporary position.

Commissioner Eliason seconded the motion. All commissioners approved and the motion carried.

Road standards – This topic was tabled until a future meeting at the request of the presenters.

Building inspector services – A contract was drafted whereby Malad City would pay Oneida County to provide building inspector services within the city limits. The contract has been approved by the city council and has now been brought to the commissioners for approval.

Commissioner Eliason made the motion to approve the contract with Malad City regarding building inspector services.

Commissioner Christophersen seconded. All commissioners approved and the motion carried.

Commissioner Lewis asked for a motion on the consent agenda.

Commissioner Christophersen made the motion to approve the consent agenda consisting of the claims and meeting minutes from January 11th, 2021.

Commissioner Eliason seconded. All commissioners approved and the motion carried.

The joint Treasurer/Auditor quarterly report showing the current overall financial standing of the county was presented.

Commissioner Christophersen made the motion to approve the joint Treasurer/Auditor quarterly report.

Commissioner Eliason seconded. All commissioners approved and the motion carried.

Web site update – Leigh reported that the information on the old web site will be transported to the new site soon. All department and offices will need to provide the information they want added to their individual page on the new site. It was suggested that a deadline of three weeks would be sufficient to gather their individual information. It was further suggested that several of the surrounding counties web pages would serve as examples.

Tree pruning at the fairgrounds – The trees at the fairgrounds have been identified as a possible hazard to the surrounding structures. Dean Hunt was asked to assess the issue and submit a proposed cost to prune the trees back to a manageable size. His bid was for \$3,500.00 dollars. Commissioner Lewis used this as an example of how a five-year plan would help identify issues early and allow for action to be taken before a hazard arises. The commissioners discussed how the pruning would be paid for. Commissioner Eliason will speak with the fair board members in their next meeting.

Building permit report – The commissioners discussed the need to receive reports on the building activity. It was decided that the current policy for the inspector to be the only approving signature is sufficient and that a report on types of permits and quantity of permits should be reported to the commissioners on a monthly basis.

Offer of employment letter – The suggestion to use an “offer of employment” letter for all new hires will be implemented. Because each department is different the form creation will be directing by that department to address their specific needs. Attorney Brower highly suggested that all forms add a reminder that each employee is “at will” and can be terminated at any time. Further the commissioners cautioned that a department should never promise a wage above what has been approved in the budget.

Vehicle use policy – The current policy states that any employee traveling for business must use the county vehicle if available. The commissioners discussed this policy and found that certain exemptions should be allowed. With Commissioner Eliason living in Holbrook it would be counter productive for him to travel to Malad to obtain a car and then travel to Pocatello when he could save time by driving direct to Pocatello from his home.

Commissioner Lewis made the motion to make an exception to the vehicle use policy for Commissioner Eliason in those circumstances where it is closer for him to travel direct to the meeting rather than traveling through Malad.

Commissioner Christophersen seconded.

Commissioner Eliason abstained from the vote because it was in his favor. Commissioners Lewis and Christophersen both approved and the motion carried.

Gun Club use of the fairgrounds – With the gun club planning for their annual trap shooting, Rhonda Neal expressed her concern to the commissioner regarding the manner in which the club parks their trailers and how best to ensure that they don’t block the road to the events center. The events center may be booked during a gun club activity and it was suggested that a

plan be approve to accommodate both parties and still keep the road open and parking available for the events center and the extension office. It was determined that Rhonda will work with the fair board and the gun club to come up with an agreement.

Commissioner Lewis presented a bid to remodel the old extension office by creating two new offices. One of them will be used for the adult probation officer and the second will be offered to the District 6 treatment program for their work with probationers. The office remodel was bid at \$7,850.00 by Rex Robbins and includes carpeting one room and hiring an electrician to relocate the lighting and wire the two rooms. Commissioner Lewis indicated that the electrician may cost less if we hire him on an hourly basis rather than at a fixed rate.

Commissioner Christophersen made the motion to approve the annex remodel bid of \$7,850 submitted by Rex Robbins.

Commissioner Eliason seconded. All commissioners approved and the motion carried.

Commissioner Lewis reported that Russ Boyer resigned from his position on the P&Z board and asked the other commissioners to consider names that may serve in this capacity.

The public defender position was explained to Commissioner Eliason. In particular how the office is shared by both Power County and Oneida County and how all cost are shared based on the previous years case load except for expensed unique to just one county.

Commissioner Lewis read a thank you letter from the Oneida Crisis Center for the \$5,000.00 dollar donation.

The meeting was adjourned.



Bill Lewis, Chairman



Matthew L. Colton, Clerk