



ONEIDA COUNTY COMMISSIONERS

Bill Lewis, Chairman – Ken Eliason – Brian Jeppsen

459 South Main St, Malad, ID 83252

Commissioner's Meeting
12 MAY 2025 – 9:00 AM

REGULAR

* RECORDING# 250512-0127 & 250512-0128 (HEARING) & 250512-0129 *

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

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

Approve Agenda

*Commissioner Jeppsen motioned to accept the agenda as presented.
Seconded by Commissioner Eliason. All ayes. Motion carried.*

Consent Agenda, Payment of Claims, Certificate of Residency (COR), and Approval of Meeting Minutes

Commissioner Eliason motioned to approve the consent agenda which includes the payment of claims, a certificate of residency, and the April 28, 2025 meeting minutes. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Total # of Payments	Fund Description	Amount Paid
59	GENERAL FUND/CURRENT EXPENSE	\$25,469.81
40	ROAD AND BRIDGE	\$104,514.44
2	AIRPORT	\$225.98
4	DISTRICT COURT	\$138.38
9	FAIR, COUNTY	\$2,894.99
13	JUSTICE FUND	\$13,992.26
2	REVALUATION	2,111.12
21	WEEDS	\$10,796.94
1	OPIOID SETTLEMENT	\$267.39
8	E911	\$3,123.92
	TOTAL:	\$ 149,542.97

Enterprise Newspaper – “Welcome to Malad”

Ms. Hope Green with the Idaho Enterprise Newspaper requested commissioner approval for the county to provide financial support in the amount of \$300 for the “Welcome to Malad” map being printed for the newspaper. This is a savings of \$50 from last year.

Commissioner Eliason motioned to support the \$300 “Welcome to Malad” paper for the Idaho Enterprise Newspaper. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Hospital Board

Hospital board member Robert “Bob” Hannah is stepping down due to the added responsibilities he will have as the new principal of Malad High School. Commissioner Lewis suggested appointing Susan Hill as Mr. Hannah's replacement on the hospital board.

Commissioner Lewis motioned to appoint Susan Hill as the new member of the hospital board. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Thank-you from Kate Leavitt

Ms. Kate Leavitt submitted a letter of appreciation to the Board of County Commissioners prior to the meeting and also appeared in person to express her gratitude. She commended the efforts of the Extension Office and Fair Boards, highlighting the outstanding work carried out by each. Ms. Leavitt gave special recognition to County Extension Agent Sawyer Fannesbeck, noting his consistent dedication and above-and-beyond service. She emphasized that his contributions have directly led to increased growth and participation in local programs. Ms. Leavitt concluded by thanking the commissioners for their continued support of the Extension Office, 4-H program, and County Fair.

RACOON Club: Sub-lease Agreement with Utah VHF Society

Bill Drury and Jim Mustos, representing the Radio Amateur Club of Oneida Neighbors (RACOON), presented a signed sublease agreement with the Utah VHF Society, granting the Society shared use of the Malad Mountain Communications Building alongside the RACOON Club.

Commissioner Jeppsen motioned to approve the sub-lease agreement between the Radio Amateur Club of Oneida Neighbors (RACOON) Club and the Utah VHF Society. Seconded by Commissioner Eliason. All ayes. Motion carried.

RACoon Club: Utah VHF Society Waiver

As part of the sub-lease agreement for the Malad Mountain Communications building, the Utah VHF Society submitted their signed waiver, in compliance with county policy, authorizing access to the facility for its members.

Sheriff – Opioid Scholarships

Based on newly received information, it was brought to the attention of the Commissioners that the use of Opioid Abatement Funds for scholarships may not be eligible under the current guidelines, specifically due to the ambiguous language regarding "scholarships" in Section A-11 of Exhibit A of the Approved Opioid Abatement Strategies.

Despite this uncertainty, the Commissioners agreed to proceed with awarding the top three scholarships, as recipients had already been notified of their selection prior to this clarification. However, the additional four \$250 scholarships were rescinded, since those recipients had not yet been informed. The scholarship funds will be issued directly to the educational institutions chosen by each recipient.

Commissioner Jeppsen motioned that, based on the new information that was received since the last commissioner meeting, the commissioners now rescind their approval of the additional four scholarships using Opioid Funds. Seconded by Commissioner Eliason. All ayes. Motion carried.

Commissioner Jeppsen motioned to continue with the approved scholarships for the top 3 recipients. Seconded by Commissioner Eliason. All ayes. Motion carried.

Phone System Upgrade – E911 (Vesta, Solacom, ATC)

The Board of County Commissioners continued discussions regarding a planned upgrade to the county's telephone system. The upgrade will include both standard office phone services and the county's Enhanced 911 (E-911) system.

The Sheriff's Office is currently evaluating two vendors for the E-911 component: Solacom and Vesta. Both companies are being considered in conjunction with ATC Communications, the local telecommunications provider. Commissioners noted that the Vesta system appears to offer operational advantages, including faster response times for technical support, improved efficiency in transferring information to emergency responders, and the capability to route 911 calls directly to the appropriate jurisdiction without delay or the need for manual call transfers.

The projected cost to convert the current analog system to a digital system was discussed. Commissioners reviewed an estimated cost range of \$17,000 to \$20,000 for this upgrade. It was noted that this cost may be partially or fully covered through grant funding. The upgrade would also address existing delays, such as the current issue where callers may experience 6–7 rings before reaching a dispatcher.

Regarding the standard phone system upgrade through ATC Communications, the commissioners discussed whether to purchase or lease telephone handsets. A motion was made to proceed with the ATC system upgrade; however, the motion was rescinded following further discussion. Concerns were raised about specific terms in the agreement, including indemnification clauses, confidentiality requirements, and the venue for legal proceedings. No formal action was taken, and the matter will be revisited at a future meeting.

III-A Insurance Coverage Presentation

The Board heard a presentation from Amy Manning, Executive Director of the Idaho Independent Intergovernmental Authority (III-A), a self-funded health benefits trust serving Idaho public entities. III-A provides medical, dental, vision, and mental health benefits to government employees, with a focus on wellness, preventive care, and cost containment. The program participates in the Blue Cross PPO network and offers both stand-alone and customizable benefit packages.

Ms. Manning explained that III-A traditionally works with municipal governments rather than counties, as counties are typically served by the Idaho GEM Plan, another public health benefits pool. Commissioners noted that past attempts to obtain quotes from the GEM Plan were declined. Ms. Manning stated that III-A would require approximately one month to gather the necessary employee data to prepare a formal proposal for the county.

Commissioner Eliason motioned to start the rating process to obtain a quote from Idaho Independent Intergovernmental Authority (iiiA) insurance. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

R&B – Interest Funds

The Road & Bridge Department met with the Commissioners to discuss the possible use of the interest on the road & bridge funds. During the conversation, the term “overages” was used to describe these funds; however, it was clarified that this term is inaccurate. The funds in question are interest earnings—not excess or surplus funds—and should be referred to accordingly. Additionally, the County allocates funds annually to support the department with specific

projects and services to the county provided by the Road and Bridge Department —such as snow plowing. The exact amount is determined during the annual budget cycle. The commissioners recommended that the department return with a list of projects during the upcoming budget session.

R&B – Woodruff Bridge Bid

At the previous meeting, the Board requested to review all bids submitted for the Woodruff Bridge project, rather than receiving a single recommendation from the consulting engineer.

At today's meeting, it was clarified that while three bids were solicited, only one bid was received. Steven Freiburger, Senior Civil Engineer with Paragon Consulting, reported that the sole bid was submitted by TrueNorth Steel, Inc., in the amount of \$145,957.

Due to the absence of competing bids, Mr. Freiburger evaluated the proposal by comparing it to a similar bridge project of comparable scope and concluded that the quoted amount was reasonable. TrueNorth Steel, Inc. is a recognized manufacturer and supplier of prefabricated steel bridge structures and related infrastructure solutions.

Commissioner Eliason motioned to accept the bid from TrueNorth Steel, Inc. for the vehicle modular bridge, super steel abutments, and steel framed backwalls in the amount of \$145,957 for the Woodruff Bridge project. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

R&B – Frost Solutions Mini-Weather Station Proposal

The county's Frost Solutions Mini-Weather station, which includes three cameras utilized by the Road and Bridge Department, is approaching its contract renewal period. Due to potential cost increases related to market conditions and supply factors, it was suggested that the county consider renewing the contract early. This may allow the county to secure current pricing ahead of the scheduled renewal in November.

Commissioner Jeppsen moved to approve the renewal contract with Frost Solutions for Mini-Weather Stations at a rate of \$3,000 per camera, totaling \$9,000 annually. The contract term will run from November 29, 2025, through November 28, 2026. Seconded by Commissioner Eliason. All ayes. Motion carried.

R&B – Quote for Replacement Truck

Road & Bridge Supervisor Dianna Dredge requested approval to purchase a 2019 Ford Super Duty truck with acceptable mileage, condition, and pricing. The used fleet vehicle was located at P&R Auto Sales, a vendor previously used by Oneida County.

Upon purchase, the truck currently assigned to Ms. Dredge will be reassigned to the county motor pool to replace a 2003 Dodge that is being retired from service.

Commissioner Eliason motioned to accept the bid from P&R Auto Sales for a 2019 Ford Super Duty truck for \$27,600 to be used by the Road & Bridge department. Seconded by Commissioner Jeppsén. All ayes. Motion carried.

Forest Service – Annual Fire Meeting (Clint Bastian)

Although District Ranger Clint Bastian was unavailable, colleagues provided an update to the Commissioners. Oneida County is part of the West Side District, one of seven ranger districts in the Caribou-Targhee National Forest.

Four rangers recently opted for early retirement; three positions will be filled through reassignment. The West Side District remains well-managed under Clint Bastian, who has strong knowledge of local needs.

Project Updates:

- **Rowley Canyon Project:** Nearly 50% complete; includes mule deer habitat work, fuels reduction, and forest health improvements.
- **Stone King Project:** 3,000-acre effort focused on forest health and reducing wildfire risk.
- **Lower Portneuf Project:** A 12,000-acre project near the Bannock County line aimed at improving fire protection for nearby communities.

Future local projects may be proposed after the Lower Portneuf Project is completed.

Fire Program:

Staffing remains strong, despite some shortages. Local fire agreements are renewed every five years, and renewal efforts are underway. A new sub-geographic master agreement, still pending, would expand mutual aid beyond the current 24-hour limit.

Preparedness is a key focus, especially given a dry spring and below-average snowpack, which may lead to a busy fire season. Two Forest Service employees are stationed in Malad, supported by a fire engine and airtanker resource. Prescribed burning began earlier this year due to dry conditions. Mowing will not occur in Curlew this year because contract deadlines were not met, but viable fire breaks remain, and alternative options are being explored.

4CASI Economic Development Grant – Molly Besis

Molly Besis, Rural Economic Development Fiscal Agent for the Four County Alliance of Southeastern Idaho (4CASI), appeared before the Board to request permission to apply for the annual Rural Economic Development Professional Grant on behalf of Oneida County. The grant is administered by the Idaho Department of Commerce and is intended to strengthen economic development efforts in rural communities through support of locally directed initiatives.

Ms. Besis also requested that Oneida County continue to serve as the fiscal agent for 4CASI.

Commissioner Jeppsen motioned to approve Molly Besis as our representative of the Four County Alliance of Southeastern Idaho (4CASI) in applying for the Rural Idaho Economic Development Professional Grant. Seconded by Commissioner Eliason. All ayes. Motion carried.

4CASI Letter of Support & Financial Commitment – Molly Besis

Molly Besis, Rural Economic Development Professional for the Four County Alliance of Southeastern Idaho (4CASI), also requested a letter of support and financial commitment from Oneida County for the upcoming fiscal year.

Commissioner Jeppsen motioned to approve commissioner support for the Regional Economic Development effort of the 4-County Alliance of Southeast Idaho Program and further commit \$5,000 for the 2026 fiscal year to the program, pending available funding. Seconded by Commissioner Eliason. All ayes. Motion carried.

Oneida County Newsletter – Content & Update Frequency

The newsletter discussion from the 4/28/2025 meeting and today centered around frequency, as the participation from departments is low. It was thought that a semi-annual newsletter would garner more participation. No decisions were made.

IAC – P&Z Training – Final Details & Approvals

Oneida County will host a multi-county Planning and Zoning training session on May 14, 2025, from 5:00 PM to 8:00 PM. The training will be facilitated by Seth Grigg of the Idaho Association of Counties (IAC). As of the date of the Commissioner meeting, the Clerk's Office had received over 50 RSVPs representing participants from eight counties. The Board of Commissioners approved providing a light evening meal for attendees.

Bid Process for FY2026 Propane

Annually, the county seeks bids for the approximately 15,000 gallons of propane that are used by the county. Clerk Lon Colton asked commissioners if they would like to continue with this process. Commissioners approved starting the bid process and making a decision at the first meeting in June. The contract would be for one year beginning July 1, 2025.

Commissioner Jeppsen motioned that we open the propane bid process for fiscal year 2026. Seconded by Commissioner Eliason. All ayes. Motion carried.

Extension – Cell Phone Reimbursement

County Extension Agent Sawyer Fannesbeck requested cell phone reimbursements at the medium level for both staff members in his office, as their duties require frequent use of their phones during, and sometimes after, regular business hours.

Commissioner Eliason motioned to approve the cell phone reimbursement requests at the medium level for Lacey Clark and Kelly Sorensen in the Extension Office. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Codification for County Codes

The County had initially committed \$4,990 for the codification of its ordinances. However, it was later clarified that this estimate was based on a miscommunication: the salesperson had mistakenly defined one page as both the front and back of a single sheet.

Since the cost of codification is determined by the total number of pages, this misunderstanding led to an underestimation. Once the correct page count was confirmed, the Board of Commissioners reviewed the original proposal from CivicPlus alongside an updated proposal from American Legal Publishing.

After careful evaluation, the American Legal bid remained the more cost-effective option. The revised total cost for the project is \$9,590, with an annual maintenance fee of \$495. A down payment of \$1,996 has already been made, leaving a remaining balance of \$7,594, which will be invoiced upon project completion later this year.

Commissioner Eliason motioned to move forward with American Legal Publishing for the codification of 435 pages for the total cost of \$9,590. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Comprehensive Plan Review

The Planning and Zoning Board recently met to discuss the need to update the County Comprehensive Plan to ensure alignment with the existing Development Code. During that meeting, proposals and input from MSBT Law (dated 2/17/2025), Fuller & Fuller, and SICOG were reviewed. Although Fuller & Fuller currently holds a contract with the County, they indicated they are only available for minor revisions and are not able to assist with a full update of the comprehensive plan. SICOG may provide limited assistance; however, the Board expressed a preference to engage MSBT Law for the comprehensive update, citing the firm's available staff and capacity to complete the project in a timely and thorough manner. Updates to the comprehensive plan will include a map to identify county, zones, and where industrial or residential growth is expected.

The Planning & Zoning Board recommends moving forward with a contract with MSBT Law to undertake the necessary updates to the comprehensive plan, which would include ensuring the document was in-sync with the development code. The proposal will not exceed \$9,000 and includes the travel time and mileage for 3 meetings, attorney and consultant time in revising and preparing the plan, and a contingency allowance of \$1,000.

Commissioner Eliason motioned to accept the proposal from MSBT Law to update the county comprehensive plan with the cost not to exceed \$9,000 with the contingency allowance to not exceed \$1,000. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Fairground Contract – Name Update

The contractor for the fairground maintenance this summer signed the contract with their Idaho business name, L&J Homes LLC instead of the previously discussed business as it is Montana based, citing that for tax purposes it would be better to use the Idaho business name.

Commissioner Eliason motioned to accept the name change for the independent contractor in the agreement between Oneida County Fair and L&J Homes LLC. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

SMJ Consulting Contract

When Ameriben stopped providing consulting services, Sharon Jutila started SMJ Consulting. The board of commissioners moved forward with agreeing to contract with SMJ Consulting on 1/1/2025 but never received, or signed, the actual contract. The contract is ready to be signed today.

Commissioner Jeppsen motioned to approve signing the contract between Oneida County and SMJ Consulting for \$2,000 a year, or \$500 per quarter. Seconded by Commissioner Eliason. All ayes. Motion carried.

SHSP Funds – New Untangle Firewall Appliance

County IT Consultant TJ Burbank recommended upgrading to a new Untangle firewall appliance. He noted that the cost could be covered using State Homeland Security Program (SHSP) funds, as successfully implemented by Caribou and Franklin Counties. Emergency Services Manager Dan Williams will require a formal quote to proceed with the Emergency Authorization Number (EAN) process necessary for the use of these funds.

Commissioner Jeppsen motioned to approve the purchase of the Untangle Firewall Appliance through IT Specialists with the use of SHSP funding in the amount of \$3,599. Seconded by Commissioner Eliason. All ayes. Motion carried.

Resolution for Records Disposal

Clerk Lon Colton presented commissioners with a resolution to approve the disposal of records that have exceeded the retention period designated in the county. These records include election, payroll, and financial records, per the approved county records retention schedule.

Commissioner Jeppsen motioned to approve Resolution # 2025-05-01, a resolution to authorize the destruction of the itemized records in the clerk's office. Second by Commissioner Eliason. All ayes. Motion carried.

Publication Dates on Development Code Amendments

It was noted that the cover page of the Development Code lists the dates of previous amendments and their respective effective dates. However, some of

these dates were found to be incorrect. Although no changes will be made to the content of the Development Code at this time, future updates will ensure that effective dates listed on the cover sheet accurately reflect the official publication date, in accordance with Idaho Code § 67-6511.

*Commissioner Eliason motioned to update the Development Code publication dates on the cover page of the development code.
Seconded by Commissioner Jeppsen. All ayes. Motion carried.*

Juvenile Detention Center Numbers

The Commissioners discussed the County's ongoing agreement with the Juvenile Detention Center located in Pocatello, which serves multiple counties in the region. Under this agreement, Oneida County pays to reserve space (a "bed") at the facility for juvenile offenders who are court-ordered to be held in detention.

While Oneida County typically has a low number of juveniles requiring detention, there was a temporary increase in placements earlier this year. Despite these occasional spikes, the agreement is designed to provide consistent access to the facility regardless of fluctuating use.

The fee structure is based on a rolling 10-year average of juvenile placements. This model is used across participating counties to ensure stable budgeting and to avoid wide cost swings from year to year. It also helps the detention center maintain operations and staffing even when usage varies.

Although recent numbers were higher than usual, the long-term average still supports a fair and sustainable cost-sharing approach. No changes to the agreement are currently being proposed, but usage trends will continue to be monitored.

P&Z Assistant Hours

The Planning and Zoning Assistant position was originally posted at 19.5 hours per week. Due to a sustained increase in workload and permit activity within the Planning and Zoning Department, the Administrator requested an increase in the position's weekly hours to 30. The change is intended to ensure the assistant has adequate time to complete assigned tasks without falling behind.

It was noted that the departmental budget had originally been set to accommodate a part-time position at up to 30 hours per week. Therefore, the

requested increase remains within the existing budget and would not require additional funding.

Clerk Lon Colton reminded the Commissioners that increasing the position to 30 hours per week would classify it as a full-time position under county policy, and would therefore include benefits.

Commissioner Eliason motioned to elevate the planning and zoning assistant hours from 19.5 hours per week to 30 hours per week, to include PERSI and benefits. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Executive Session

Commissioners moved into executive session per Idaho Code 74-206(1)(b).

Commissioner Lewis motioned to move into executive session per Idaho Code § 74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student. Seconded by Commissioner Eliason. Roll call vote was taken. Ayes from Commissioner Jeppsen, Commissioner Eliason, and Commissioner Lewis. Motion carried.

Recess for Lunch

Commissioners vacated the executive session and then took a small lunch break before moving into Public Hearing.

Recess Regular Meeting and Move Into Public Hearing

Commissioner Lewis motioned to move into the public hearing to hear the proposed amendments to the development code. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Reconvene Regular Meeting

Following the conclusion of the public hearing, the Board of County Commissioners reconvened the regular meeting to consider the proposed amendments to the Oneida County Development Code.

Commissioner Lewis motioned to move out of public hearing and back into the regular meeting. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

The proposed changes to the development code included:

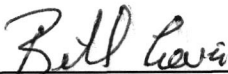
- Amending Section 6-8-2-1G, Section 7-5-A-3, Section 7-A-8A, Section 7-C-3-C1, and Section 7-D-1 to remove the requirement for a public hearing before the Board of Commissioners;
- Providing for severability, repealing conflicting ordinances and provisions, and establishing an effective date; and
- Modifying the definition of "woodworking" to include other commercial products made of wood.

After reviewing the proposed amendments and confirming no further discussion was needed, the following motion was made:

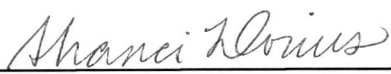
Commissioner Jeppsen motioned to adopt the development code revisions as presented. Seconded by Commissioner Eliason. All ayes. Motion carried.

Commissioner Eliason motioned to adjourn. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

***** Meeting adjourned by 3:30pm*****



Bill Lewis, Chairman



Shanci Dorius, Deputy Clerk