



ONEIDA COUNTY COMMISSIONERS

Bill Lewis, Chairman – Ken Eliason – Brian Jepps
459 South Main St, Malad, ID 83252

Commissioner Meeting

23 JUNE 2025 – 9:00 AM

* RECORDING # 250623-0139 & 250623-0140 *

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

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

Approve Agenda

Commissioners were mindful of the large agenda and that legal counsel has to leave by 3:00pm for another commitment.

*Commissioner Jepps motioned to accept 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. Seconded by Commissioner Jepps. All ayes. Motion carried.

Total # of Payments	Fund Description	Amount Paid
47	GENERAL FUND/CURRENT EXPENSE	\$8,515.95
28	ROAD AND BRIDGE	\$104,886.56
3	AIRPORT	\$3,035.30
15	AMBULANCE	\$6,884.48
4	DISTRICT COURT	\$679.25
13	FAIR, COUNTY	\$1,857.91
18	JUSTICE FUND	\$26,533.81
12	PARKS & RECREATION	\$2,466.11
1	REVALUATION	\$120.00
1	TORT	\$2,736.80
8	WEEDS	\$1,038.81
7	CONSOLIDATED ELECTIONS	\$741.06
TOTAL:		\$ 230,737.91

Board of Equalization

No Board of Equalization needed today

County Burn Ban Notice

Fire Chief John Williams cited several instances of human caused fires in surrounding areas. Due to significantly dry conditions in Oneida County and the increased fire risk, Fire Chief Williams recommended implementing the annual county-wide burn ban earlier than normal.

A letter with additional details was shared and will be disseminated to community members on several platforms (social media, county website, local newspaper, text alert, etc.). The ban will be effective on the next newspaper publication date (June 26).

Commissioner Eliason motioned to accept and support the Oneida County Burn Ban as written, effective Thursday, June 26, 2025. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

ATC – Phone System Implementation

Representatives from ATC Communications (Kyle Redman, Dave Perry, and Sterling Smith) were present to discuss the implementation timeline for the new county-wide phone system approved at a recent commissioner meeting. The primary objective is to ensure a smooth transition with minimal disruption to county operations.

It was agreed that the Sheriff's department would be transitioned last due to the technical nature of the equipment and programs utilized in that department. The team emphasized the importance of aligning the installation schedule with any existing service contract obligations, including timely notification for termination where applicable.

As part of the upgrade, ATC will also conduct an evaluation of existing infrastructure, with plans to identify and remove outdated or unused wiring that has accumulated over the years.

Mr. Redman additionally informed the Board of a recently identified discrepancy in the signed agreement. The correction will result in a cost savings to the county, estimated between \$80 and \$100.

BUDGETS

The commissioners met with several department heads to discuss budgets for the upcoming fiscal year: Veterans Service Officer, Extension, Road & Bridge, Treasurer, and the "B" and "C" budgets as needed.

Department Updates & Highlights

Road & Bridge

Two employees, Joe Kellum and Derk Williams, have been working on the LHTAC Road Scholar requirements and are down to their final two classes. Their next goal will be to get their Road Master Certification.

Steven Freiburger, a Professional Engineer with Paragon Engineering, anticipates the road/transportation plan should be done by August. If not, an extension will need to be applied for.

Road & Bridge Supervisor Dianna Dredge reported that the scrub coat roadwork recently done on Old Highway 191 was successful as it smoothed out the road. Ms. Dredge would like to try the same thing on other county roads that require maintenance and attention, including adding the chip seal that still needs to be put on Old Highway 191.

The department will continue patching the Arbon Road until grant funding comes through for the bigger project. Starting next week, the department will be chip sealing several county roads. As part of the 5-year plan, the goal is to do 20-miles of chip seal plus 1-mile of asphalt overlay each year and patching and hauling gravel for the gravel roads. Ms. Dredge also hopes to acquire another electronic sign board and also address the culvert by the old St. John church and stated that many culverts have already been changed.

Weeds

Weed Supervisor Cody Clyde reported successful spraying of Scotch Thistle infestation by helicopter, as the main infestation seems to have been eradicated and only a few live plants remain. There have been some issues with the drone that make it difficult to get it running. Mr. Clyde has been in touch with tech support and hopes to resolve the issues soon. The drone sprays well once he is able to get it going.

Recent concerns on the cost-sharing funding have been alleviated now that the funds have been released. Mr. Clyde is using the money to purchase chemicals for the program. Spraying is underway throughout the county, including 55-acres on Samaria Mountain that have been sprayed, so far, to fight the Mediterranean Sage infestation in that location.

Mr. Clyde inquired about the issue of morning glory, a noxious weed, being found in yards all over town and how management might be enforced. Commissioners and Mr. Clyde felt it best to focus on the county at large, as there is plenty of work to fill his time.

Department Updates & Highlights (*continued*)

Emergency Services

Emergency Services Manager Dan Williams is working to obtain a reimbursement for the water filtration system that was purchased earlier this year out of Commissioner Jeppsen's pocket. A school shooting exercise is planned for sometime in July, as well as an emergency management workshop. Mr. Williams plans to share the info from the meetings with county officials. Additional training with Darin Letzring, an area field officer with the Idaho Office of Emergency Management (IOEM) may be available. Mr. Letzring has indicated to Mr. Williams that he would be willing to teach a 4-hour class (#GS402) sometime in October if there are a minimum of 10 participants.

The State Homeland Security Program (SHSP) funds for the upcoming fiscal year will be dispersed to recipients in October and Mr. Williams is hopeful the amount for Oneida County will be around \$18,000. A percentage of that amount is always allotted to the Sheriff Department. Mr. Williams reported that the current fiscal year's portion of the State Homeland Security Program (SHSP) funds for the Sheriff Department was approximately \$6,000 of which \$3,000 was used to purchase a trailer.

The county is using \$3,600 on a firewall system, leaving approximately \$8,000 that needs to be used by 2026. Approved uses for these funds might be used to offset the cost of the electronic sign board the road & bridge department would like to purchase for traffic safety during projects or emergency street closures (mentioned during another part of the meeting). Mr. Williams was tasked with compiling a list of appropriate uses for the SHSP funds the county anticipates receiving in the future.

Building Official/Inspector

Oneida County Building Official (and Inspector) Tory Richardson presented the Board with a comparative report outlining year-over-year permitting activity. The report reflects an increase in total permits issued—from 78 in the previous 12-month period to 90 in the current period—resulting in an additional \$14,000 in revenue. The data suggests a continued upward trend in permitting activity in both the City and County.

Mr. Richardson also reviewed a list of planned and ongoing facility improvement projects across various county buildings:

- Resurfacing and sealing the flooring at the Event Center
- Replacing carpet in areas of the Courthouse that were not included in the original courtroom remodel bid (a cost estimate will be presented at a future meeting)

- Procuring tables and carriers for the Event Center (currently on back order)
- Re-pouring the top layer of concrete at the Road & Bridge building due to surface failure
- Removal of an unused satellite dish at the Annex building
- Disposal of unused or unsold county property previously approved by the board
- Replacement of interior doors on the Courthouse main floor
- Mounting of the screen and projector at the Event Center
- Installation of retractable extension cords for election equipment and the Event Center projector
- Painting parking lot lines at the Courthouse
- Installation of new blinds in the Treasurer's Office

Emergency Manager – LEPC Training Meeting – Funds for Light Lunch

The Local Emergency Planning Committee is holding an Emergency Management Workshop in July and funds were requested to provide participants with pizza and a drink.

Commissioner Jeppsen made a motion to approve up to \$150 for refreshments for the upcoming LEPC Training meeting that will be announced at a later date. Seconded by Commissioner Eliason. All ayes. Motion carried.

Emergency Manager – Approval of IOEM Payment Ahead of Firewall Protection Installation

Emergency Services Manager Dan Williams is in the process of getting approvals completed for using SHSP funds to pay for county firewall protection.

Commissioner Jeppsen motioned to approve payment to IT Specialists in the amount of \$3,599 in advance of the installation of the firewall protection for the county using SHSP funds. Seconded by Commissioner Eliason. All ayes. Motion carried.

Building Official – Janitorial Agreement

After 27 years of county service, County Custodian Brooks Thorpe will be retiring at the end of the month. Christina Murdock with All Sparkle Cleaning Service submitted a quote for contracted cleaning service for \$2,500 per month to clean the courthouse daily and the annex building three times a week. Ms. Murdock will provide her own cleaning supplies and will be asked to provide the Material Safety Data Sheets (MSDS) for the products she uses. An independent contract agreement will be drawn up and signed at a future date although Ms. Murdock will assume cleaning services on July 1. The contract does not include window

cleaning or outside care of the weeds, lawns, or snow removal as those will be under the purview of Building Maintenance Manager Tory Richardson. The board confirmed that if Ms. Murdock were to be on vacation, the employees who cover for her will need to have completed a background check and be fingerprinted prior.

Commissioner Eliason motioned to accept the cleaning estimate from Christina (Christi) Murdock with All Sparkle Cleaning Service in the amount of \$2,500 per month beginning July 1, 2025. Ms. Murdock will provide her own cleaning supplies with Material Data Safety Sheets (MSDS). An Independent Contractor Agreement will be drawn up and both parties will sign at the next commissioner meeting. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Building Official – Refinish & Repair of Court House Doors (Front & Back)

County Building Official Tory Richardson received an estimate for the cost to sand, clean, and re-seal the front and back entrance doors of the courthouse. The final bill will reflect the final cost which is currently estimated between \$2,500 - \$3,000.

Commissioner Eliason motioned to accept the estimate of up to \$3,000 from Real Wood Custom Furniture to refinish the front and back doors of the courthouse, to be paid out of the courthouse building maintenance fund. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

R&B – County Road Map

Lisa Baker with the Road & Bridge department spoke to the board about having an official county road map that is updated every 5 years per Idaho code 40-202. If an official county road map has not already been done, there may need to be a public hearing in order to move forward. The board agreed to look into the matter in a future meeting to determine the appropriate course of action.

R&B – Truck to Haul Smaller Equipment

Road & Bridge Supervisor Dianna Dredge requested permission to purchase a truck to haul smaller equipment. This purchase would fit within the limits of the current budget.

Commissioner Eliason motioned to support the purchase of a 2014 Peterbilt 337 for \$33,900 to come out of the road & bridge's current budget. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

R&B – Flat Bed Trailer

This agenda item was dismissed, as the trailer the Road & Bridge department hoped to acquire was sold to another party.

R&B – Woodruff Bridge Downpayment

A grant for the Woodruff Bridge project was accepted for \$100,000 and approval is needed for the downpayment of the county's portion of \$36,489.25.

Commissioner Jeppsen motioned to approve the downpayment of \$36,489.25 to TrueNorth Steel, Inc. for the Woodruff Bridge structure. Seconded by Commissioner Eliason. All ayes. Motion carried.

Sheriff – Replacement Metal Detector for Courthouse

Sheriff Doug Williams and Sergeant Dallas Jones informed the board that the current metal detector has issues, is old, and needs to be replaced. Sergeant Jones presented a quote in the amount of \$4,652.66 for a 6500 Model that is ADA compliant and includes a new hand wand kit with its own charging base.

Although the courtroom remodel is nearing completion, it is too early to order the new metal detector, but the Sheriff's office would like to order the wand portion for immediate use.

Commissioner Eliason motioned to approve the purchase of a PD6500I metal detector for the courtroom, which includes the wand, in the amount of \$4,652.66. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Sheriff – ILETS Rate

Sheriff Doug Williams reported to the board that the rumored price increase for ILETS will not happen. Since the fee will remain the same, the budgeted amount for next fiscal year can be lowered to the original amount.

Sheriff – Comp Time Payout

At the time of the last discussion Sheriff Williams had with the board about comp time payout, Seth Grigg with Idaho Association of Counties clarified that the specific comp time codes were specific to state employees and did not impact county employees.

During the current conversation, Attorney Lyle Fuller confirmed that if the board wishes to adopt and follow the state level code, they could. This would change the comp time (overtime) accruals to the end of a 6-month period. Specifically, the accrued time would need to be used by the end of a 6-month period or it would be paid out at the end of the next 6-month period. The issue faced by the Sheriff's Department is that by being under-staffed, both paid-time-off (PTO) and comp time (overtime) is accruing.

Sheriff – Sheriff's Fee Schedule

Sheriff Doug Williams reviewed the department's fee schedule and determined an update would be prudent. A public hearing will be held, as state code requires one if the proposed fees are new or if the existing fees are being increased more than 5%. The board agreed to hold the hearing at 2:00pm on July 14, after the next commissioner meeting and another previously scheduled public hearing.

Commissioner Lewis motioned to schedule a public hearing to address the Oneida County Sheriff's Fee Schedule at the July 14 Board of County Commissioner meeting at approximately 2:00pm. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Sheriff – City Contract – Law Enforcement Services

Sheriff Doug Williams presented an overview of the proposed contract renewal with the City of Malad for law enforcement services. To evaluate the fairness of the proposed terms, Sheriff Williams consulted with several other sheriffs throughout Idaho regarding how other county's structure similar agreements with incorporated cities. After reviewing Oneida County's existing contract and considering comparative data, Sheriff Williams concluded that the current annual fee of \$295,000 is reasonable and in line with similar jurisdictions.

He further recommended including an annual 3% cost increase to account for inflation and rising operational expenses. Sheriff Williams stated that, in a recent conversation, Mayor Joan Hawkins expressed general support for both the proposed contract amount and the annual adjustment clause.

No formal action was taken at this time; the Board will consider the matter further at a future meeting.

Sheriff – On-Call Time

Sheriff Doug Williams revisited a recent discussion with the Board regarding compensation for on-call shifts. The previously proposed rate was \$25 per day for a 24-hour on-call shift. Sheriff Williams is now requesting that the Board consider redefining the structure to \$25 per 12-hour shift, specifically for night shifts and weekend daytime hours, in order to improve staff availability during critical periods.

The intent behind the proposed adjustment is to ensure that additional personnel are available when needed, particularly during times of limited regular staffing.

The Board requested that Sheriff Williams submit a revised proposal reflecting the updated shift structure and associated costs for further consideration at a future meeting.

Prosecuting Attorney – Proposal to Adopt Discovery Services for Internal Use

The Prosecuting Attorney's office is comfortable with continuing to operate without the benefit of the discovery service, but there is a proposal currently available through Axon Discovery Service that splits the cost between several counties and the savings is significant.

The county currently has a contract with LensLock through the Sheriff's Department. The company may offer services similar to Axon Discovery Service presented by the attorney's office, but possibly not all (such as court transcriptions). The board requested additional information be obtained before making a decision.

Cell Phone Reimbursement Approvals

Two applications for cell phone reimbursements were presented to the board. One was for the Planning & Zoning Administrator and the second application was for the Event Center Building Scheduler.

Commissioner Lewis made a motion to approve the cell phone reimbursements for the Planning & Zoning Administrator at the medium (\$40 per month) level and the Event Center Building Scheduler at the low level (\$20 per month) and that the Event Center Building Scheduler's approval be effective as of the 4th quarter of the current fiscal year. Both approvals will be effective through the end of fiscal year 2026. Seconded by Commissioner Eliason. All ayes. Motion carried.

Sealed Bids – Annual Propane Contract

The annual propane contract for Oneida County runs from July 1 – June 30 of each year. Sealed bids were solicited for flat-rate delivered pricing and two bids were received.

- Valley Wide proposed \$1.549 per gallon for the 7/1/2025 – 6/30/2026 time period, with no fees (delivery or otherwise). The offer included annual safety tests.
- Direct Propane proposed \$1.51 per gallon for the flat rate delivered.

Commissioner Jeppsen motioned to accept the propane bid from Direct Propane for 7/1/2025 – 6/30/2026 for \$1.51 per gallon, flat rate delivered. Seconded by Commissioner Eliason. All ayes. Motion carried.

Proposed County Resolution / Ordinance Regarding Conduct Towards Minors

Commissioners discussed recent information received from a few community members who have had negative experiences with a few specific adult interactions with minors in the community. Attorney Lyle Fuller stated that some

cities can (and do) have ordinances that define things that may not be in the Idaho State Criminal Code such as loitering, annoying, or harassing behaviors that could be more enforceable. It was determined to have Attorney Ethan Rawlings look into the possibility of drafting an ordinance that would have no conflict with state code. The discussion will continue in approximately 30 days, once a draft is complete.

EXECUTIVE SESSION

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;* Seconded by Commissioner Jeppsen. Roll call vote resulted in ayes from Commissioners Lewis, Jeppsen, and Eliason.

Commissioners moved out of executive session and returned to the regular session.

County Assessor GIS Training – 30 Minutes

County Assessor Kathleen Atkinson provided an overview of the county's Geographic Information System (GIS), a digital mapping platform that integrates data from the property tax system and its valuation subsystem. This system enables the generation and maintenance of accurate digital parcel maps that support the work of the Assessor's Office, including property revaluations, as well as tasks handled by the Treasurer's Office.

Assessor Atkinson explained that the GIS system compiles data tables from both the tax and valuation systems to create a dynamic, interactive parcel map. This allows the Assessor's Office to maintain up-to-date mapping information that reflects changes in ownership, boundary adjustments, and parcel splits. The system is designed to be user-friendly when entering legal descriptions and supports efficient data retrieval for both routine operations and special projects. GIS data is also used for internal county needs, shared with city departments, and submitted to the State of Idaho and to iWorq to support Planning & Zoning. In that context, parcel data is matched to permit numbers to facilitate land use planning. GIS data is also available through iWorq but requires manual updates, which can result in delays.

Although the State of Idaho maintains the official statewide parcel map, recent updates were delayed due to temporary staffing shortages. A view-only version of the county's GIS system, hosted by the state, is available to both the public and county departments. It can be accessed through the Assessor's page of the county website at: [https://www.oneidaid.us/departments/assessor/useful links /index.php](https://www.oneidaid.us/departments/assessor/useful%20links/index.php)

Assessor Atkinson addressed recent requests from other departments for their own access to the GIS system. She expressed concern that providing creator-level access could compromise the integrity of the raw data her office manages, especially if changes are made accidentally or if access extends to individuals outside county employment. She noted that most of the requested GIS queries are already handled by her office, and that offering broader access would require significant training and oversight.

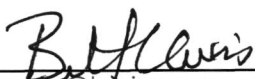
Assessor Atkinson noted that a creative license for the Elections Department could help in two specific ways. It would allow staff to improve the visual clarity of background map layers used for different zones and enable the creation of view-only maps with election-specific overlays. This would help streamline tasks such as printing small maps and identifying voter districts more efficiently.

Topics Moved to the Next Commissioner Meeting on 7/14/2025

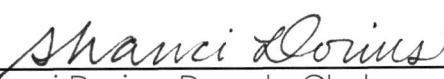
Due to time constraints, five agenda items were not addressed during the 6/23/2025 commissioner meeting. These items will be carried forward to the July 14, 2025, meeting. Of these, two involve resolutions that will be assigned new resolution numbers to reflect the month of their anticipated adoption.

- **Credit Card Policy / Training**
- **Idaho 457 Retirement Plan (Nationwide)**
- **Airport Grant**
- **Resolution No. 2025-06-01 – Juror Mileage & Per Diem Rate**
 - to be updated to 2025-07-01
- **Resolution No. 2025-06-02 – Indigent Rates & Cremation**
 - to be updated to 2025-07-02

***** Meeting adjourned by 4:00pm*****



Bill Lewis, Chairman



Shanci Dorius, Deputy Clerk