



ONEIDA COUNTY COMMISSIONERS

Bill Lewis, Chairman – Ken Eliason – Brian Jeppsen
Event Center, 459 South Main Street, Malad, ID 83252

Regular Commissioner's Meeting
14 JULY 2025 – 9:00 AM

* RECORDING# 250714-0142, 250714-0143, 250714-0144, 250714-0145*

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

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

Approve Agenda

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

Consent Agenda, Payment of Claims, and Approval of Meeting Minutes

Commissioner Jeppsen motioned to accept the payment of claims. Seconded by Commissioner Eliason. All ayes. Motion carried.

Total # of Payments	Fund Description	Amount Paid
48	GENERAL FUND/CURRENT EXPENSE	\$ 23,807.41
45	ROAD AND BRIDGE	\$ 531,603.60
7	AIRPORT	\$ 24,054.25
2	AMBULANCE	\$ 562.18
1	DISTRICT COURT	\$ 63.12
22	07 FAIR, COUNTY	\$ 6,660.13
28	JUSTICE FUND	\$ 15,362.05
1	HEALTH DISTRICT	\$ 15,442.50
11	PARKS & RECREATION	\$ 5,472.59
17	WEEDS	\$ 2,512.21
2	CONSOLIDATED ELECTIONS	\$ 7,192.62
1	OPIOID SETTLEMENT	\$ 750.00
6	40 E-911	\$ 1,410.59
TOTAL:		\$ 667,783.87

Engage Wellness Program Introduction - Dan Jessop – 20 min – 9:00am

Dan Jessop and Lenée Jorgenson with Engage Wellness (www.engagewellness.org) presented an employer-sponsored tax savings program with no out-of-pocket costs to the employer. The opt-in program offers employees access to direct primary care, including urgent care, in-person and telemedicine visits (with no copay), mental wellness services, and optional memberships for vision, dental, and hearing. Employees also benefit from tax savings through program participation. Additional services include discounted lab work through Direct Labs. No action was taken; further discussion will follow upon review of additional information.

Emergency Preparedness: Active Shooter Exercise Aug. 7th

Community members were advised of a full-scale emergency training exercise scheduled to take place at Malad High School on August 7, 2025, beginning at 12:00 p.m. and continuing through the afternoon. The exercise will simulate an active shooter scenario and is intended to provide realistic training for multiple emergency response agencies, including Ambulance, Sheriff, Fire, SWAT, Air Medical Transport, and others. Blank ammunition will be used, and volunteers from Idaho State University's drama department will act as injured victims to enhance realism.

The public is strongly urged to avoid the area during the exercise. This is a planned training event – not a real emergency. Community members should not be alarmed by the activity and are asked not to contact law enforcement about the event. Public cooperation is essential to ensure the success and safety of the exercise.

Treasurer: Signature for LGIP User (Form)

County Treasurer Leigh Love is the only Oneida County signer with the Local Government Investment Pool (LGIP), a state-run investment vehicle that allows the county to invest in a professionally managed fund. Treasurer Love requested approval for a second user from her office be added and trained.

Commissioner Jeppsen motioned to add Rachael Clark as a second signatory, behind Treasurer Leigh Love, for the Local Government Investment Pool (LGIP). Seconded by Commissioner Eliason. All ayes. Motion carried.

County Cor Ride Along

Treasurer Love requested Board approval to allow a family member to accompany her in a county vehicle for an upcoming training, citing health reasons.

Commissioner Eliason motioned to approve the request, allowing Treasurer Love to have a non-county employee passenger accompany her to an upcoming training in a county vehicle due to health reasons. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

America 250 Years Celebration - Follow-Up Info & Budget Expense

Treasurer Leigh Love informed the Board that she is in the early planning and information-gathering stages for the America 250 Celebration in Oneida County and requested that funds be earmarked for use in FY2026. A potential state donation of up to \$2,500 may be available through an application process. Additional information and celebration resources can be found at www.america250.org.

Treasurer Love will provide updates at future meetings and is seeking volunteers from community members, local businesses, the city, county, and other interested entities to assist with planning and implementation. It was also noted that Oneida County's founding anniversary will coincide with the America 250 celebration.

New City Playground

Rachael Clark, representing a committee of community members working to raise funds for a new playground, appeared before the Board of Commissioners to request that a donation be considered during budget planning for fiscal year 2026. The donation could be monetary or could go toward the purchase of a specific item for the playground. The committee has raised approximately \$100,000 of the \$250,000 needed to construct a new playground at the city park. Ms. Clark stated that the existing playground equipment will be relocated and replaced with the new equipment.

Idaho 457 Retirement Plan (Nationwide)

Mark Knudson, a Financial Planning and Personal Retirement Consultant with Nationwide, and Program Director John Lamm appeared before the board of commissioners on June 9, 2025 to share information about the Idaho 457 supplemental retirement plan. A decision was not made that day, and commissioners revisited the topic during today's meeting. Idaho 457 is a deferred compensation retirement plan available to public employees, allowing them to contribute pre-tax income to a retirement account. Unlike the PERSI Base Plan, the 457 Plan is a supplemental option and comes at no cost to the county. A retirement specialist would visit the county one to two times per year to assist employees and answer questions in person.

Commissioner Jeppsen motioned to accept the Idaho 457 Retirement Plan through Nationwide as outlined in Resolution No. 2025-07-01 for the benefit of county employees' retirement. Seconded by Commissioner Eliason. All ayes. Motion carried.

Assessor & Revaluation - Permission to Exceed Budget Line Items

Assessor Kathleen Atkinson requested approval to exceed her budget on two separate line items to cover outstanding amounts that were not billed during the previous fiscal year.

The first outstanding balance, currently totaling \$3,546.78, is owed to The Master's Touch. The billing delay was due to internal restructuring within the company, during which invoices were not properly issued or processed.

Commissioner Jeppsen motioned to approve exceeding the budget line item for assessment notices to pay the 2024-2025 assessment notices in the amount of \$3,546.78, using funds from the 2025 budget. Seconded by Commissioner Eliason. All ayes. Motion carried.

The second amount owed, totaling \$612.00, is to The Idaho Enterprise. The County did not receive prior billing due to the vendor having an incorrect email address. This total reflects the removal of previously assessed interest.

Commissioner Eliason motioned to approve payment to the Idaho Enterprise for the 2024-2025 Notices to Land Owners in the amount of \$612. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Public Swimming Pools

Ken Keller, Environmental Health Director with Southeast Idaho Public Health, informed the Board of recent changes to public pool regulations under House Bill 202, effective July 1, 2025. Previously, pool inspections addressed safety elements such as cleanliness, certified operator age requirements, lifeguard protocols, and water clarity.

HB202 modifies the inspection requirements, reducing the scope of oversight at the state level. Due to concerns about safety, contamination, and waterborne illness, some entities are reportedly drafting ordinances or resolutions to allow continued health district inspections.

The Board acknowledged the update and discussed potential implications for local pool oversight.

Airport Grant

Kathy Ray, Airport Board Secretary, reported that the airport has received the full \$675,000 grant for the runway lighting and threshold relocation project. The airport is now ready to begin the bidding process.

Before work can begin, if the project cost is expected to exceed the grant amount, an amendment must be submitted. The project will include replacing 71 runway lights and completely changing out 20 additional lights. The new threshold layout may affect 1 to 2 of those lights. This adjustment is necessary because the current threshold was determined to be too close to a nearby road, creating a risk of aircraft clipping taller vehicles like trucks or semis.

In total, the bid will cover 91 lights and a specific length of runway. Bidders must have experience with airport lighting systems. To help reduce costs, the airport plans to work with Idaho Aeronautics, which may eliminate the need to hire an engineer.

Sheriff - Salary Changes

The Board of Commissioners confirmed that Sheriff's Department employees receive a \$1.00 per hour wage increase upon becoming POST-certified.

Following the retirement of Civil Deputy Clerk Tammy Williams, Rachael Hawkes has assumed the position after several months of training in preparation for the role. Sheriff Doug Williams requested that Mrs. Hawkes' pay be adjusted to more appropriately reflect her new role.

Commissioner Jeppsen motioned to approve the Civil Deputy position for a grade 8 step 5 upgrade, bringing the wage to \$20.49 hourly effective immediately. Seconded by Commissioner Eliason. Commissioners Jeppsen and Eliason voted in favor, Commissioner Lewis was opposed. Motion carried.

Building Manager: Courthouse Carpet – QUOTE

Building Maintenance Manager Tory Richardson presented the Board of Commissioners with a new carpet quote from Wall 2 Wall Flooring for the courthouse, separate from a previously approved quote for carpeting.

The current proposal includes the clerk's office, court clerk's office, and the main areas of both the upstairs and main floor, as well as a small area that became exposed during the recent courtroom remodel. The quote is for 24-inch square carpet tiles and includes three options: one without a base, one with a 6-inch rubber base, and one with a rubber base that features a wood grain appearance.

Commissioner Jeppsen motioned to approve the courthouse carpet replacement with the 6-inch base for \$29,918.94. Seconded by Commissioner Eliason. All ayes. Motion carried.

Public Hearing – Kendell's Request to Vacate a Portion of Road Near 6100 West

Commissioners moved into public hearing for the Kendell's request to vacate a portion of road near 6100 West. The meeting was properly noticed in the newspaper and posted on-site in accordance with Idaho Code § 40-203.

Commissioner Jeppsen motioned to move into public hearing to hear Bart & Julie Kendell's request to vacate a section of road near 6100 West. Seconded by Commissioner Eliason. All ayes. Motion carried.

Commissioners moved back into the regular meeting to discuss the request to vacate a portion of road near 6100 West. During the hearing there were no opposing statements from the public and commissioners discussed the main points before making their motion. Two neighboring property owners were present and supported the action as long as the individual parties could set up a deed or perpetual easement to protect their water access.

Commissioner Eliason motioned to accept the request from Bart and Julie Kendell to vacate a section of road that begins at 2500 North and 6100 West, the segment of road located in Section 10, Township 14 South, Range 35 East Boise Meridian; Beginning 80 feet East, more or less, of the Southwest corner of the Northwest Quarter of Section 10; thence going North 15°25'08" West about 433 feet; then continuing North 00°15'40" East 70.8 feet to the North west corner of the Bart & Julie Kendell property. Thence East 40 feet; thence South 00°15'39" West 70 feet; thence South 15°25'08" East 435 feet; thence West 40 feet to the point of beginning. Approximately 0.3 acres. See survey 154591. Seconded by Commissioner Jepps. All ayes. Motion carried.

Sheriff - On-Call time

Sheriff Doug Williams continued a prior discussion regarding on-call time in the sheriff's department, with the goal of reducing the accumulation of compensatory time and to streamline the process of locating someone to cover a shift with a single phone call. The current discussion suggested a 12-hour on-call shift at \$2.00 per hour (\$3.00 per hour on recognized holidays). No decisions were made.

Sheriff – City Contract

Sheriff Doug Williams shared an update with the board of commissioners regarding the contract between the city and the sheriff's department. The city is on board with the service contract and the annual 3% increase for performance wage raises. This allows the city to project their costs for the next 4 years. The contract is ready for commissioner approval.

Sheriff - Comp Time Payout

Sheriff Williams recommended implementing a written compensatory time agreement at the time of hire, ensuring that new employees acknowledge and consent to the county's comp time policy prior to working overtime. Sheriff Williams emphasized that this practice may be necessary to comply with Idaho Code § 59-1607 and federal regulation 29 C.F.R. § 553.21, which both require a formal agreement in order for compensatory time to be used in lieu of cash compensation. Currently, the county policy is to pay accrued comp time when there is more than 50 hours (or 150 hours for the Sheriff's office and Road & Bridge department).

Sheriff Williams encouraged the board of commissioners to consider hiring (or training) an HR professional to ensure the county remains compliant with applicable laws and regulations.

Public Hearing – Sheriff's Office Fee Schedule Update

Commissioners moved into public hearing for the Sheriff's office fee schedule update. The meeting was properly noticed in the newspaper and posted on-site in accordance with Idaho Code § 63-1311A.

Commissioner Jeppsen motioned to move into public hearing to discuss the Oneida County Sheriff's proposed Fee Schedule update. Seconded by Commissioner Eliason. All ayes. Motion carried.

Commissioners moved back into the regular meeting to discuss the proposed changes to the Sheriff's Fee Schedule in the Civil Department. Most fees changed only slightly. A significant change was noted regarding the fee for executing a Writ of Restitution, with a proposed minimum fee of \$5,000. During the hearing, Sheriff Williams explained that the high cost reflects the labor-intensive nature of the action, which includes taking possession of a property, cataloging and documenting all personal property, and storing those items securely in accordance with legal requirements. The board of commissioners were in favor of adopting the changes with Resolution No. 2025-07-02.

Commissioner Jeppsen motioned to approve Oneida County Resolution No. 2025-07-02, a resolution setting the Oneida County Sheriff's Fees as outlined in Exhibit A. Seconded by Commissioner Eliason. All ayes. Motion carried.

Independent Contractor Agreement - All Sparkle Cleaning Service – Christi Murdock

Long time Building Custodian Brooks Thorpe recently retired and the board of commissioners approved a cleaning contract between the county and Christi Murdock with All Sparkle Cleaning Service. Building Maintenance Manager Tory Richardson spoke with Ms. Murdock to review the scope of the contract and to outline cleaning expectations moving forward. The contract is ready for signature pending two minor spelling corrections.

Commissioner Eliason motioned to accept the Independent Contractor Agreement with Christi Murdock of All Sparkle Cleaning Service in the amount of \$2,500 per month for cleaning the courthouse and annex buildings. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Per Diem Rates

Commissioners discussed the per diem rates from other counties and agreed that the rates for Oneida County had been at the same rate for a significant time. Commissioner Lewis proposed aligning Oneida County's rates with those of nearby Caribou County, at \$50 per day for both in-and-out of state meal expenses. The changes will be effective at the start of the upcoming fiscal year on October 1.

	Current Rates:	Proposed Rates:
Breakfast	\$9.60	\$12.00
Lunch	\$12.00	\$15.00
Dinner	\$18.40	\$23.00
Daily Total:		\$50.00

Commissioner Eliason motioned to accept the new per diem rate of \$50 per day which includes \$12 for breakfast, \$15 for lunch, and \$23 for dinner, effective October 1, 2025. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Resolution No. 2025-07-03 - Juror Mileage & Per Diem Rate

The Board of County Commissioners approved a resolution to increase juror mileage and per diem rates, which were previously set at the lowest level allowed by the state rate scale.

	Current Rates:	Proposed Rates:
Half Day	\$5.00	\$10.00
Full Day	\$10.00	\$20.00

Commissioner Jeppsen motioned to accept the increased per diem rates to \$10 for a half day and \$20 for a full day under Oneida County Resolution 2025-07-03 Juror Mileage & Per Diem Rates. Seconded by Commissioner Eliason. All ayes. Motion carried.

Commissioner Lewis to allow Clerk Lon Colton to amend the effective date and resolution number (to 2025-07-03) on the document and to use the commissioners signature stamps on the corrected document. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Resolution No. 2025-07-04 - Indigent Rates for Cremation

In Idaho, the rules for handling unclaimed or indigent bodies are set by state law. If no one claims the body within 14 days of death, the coroner must ensure the deceased is decently buried or cremated. Oneida County's current rate for burial or cremation when there is no estate to cover the costs is currently \$1,200. The new proposed rate is \$1,500 - \$1,800.

Commissioner Jeppsen motioned to accept Resolution No. 2025-07-04 to increase the indigent rates for cremation or burial to \$1,500. Seconded by Commissioner Eliason. All ayes. Motion carried.

Commissioner Jeppsen to authorize the office of Clerk Lon Colton to amend the document (Resolution No. 2025-07-04) to include the current date, the new rate of \$1,500, and to use the commissioner's signature stamps on the corrected document. Seconded by Commissioner Eliason. All ayes. Motion carried.

Interviews and Assessments of Engineering Firms for Future County Projects

The Board of County Commissioners conducted interviews with three engineering firms to evaluate qualifications for future county projects. Two firms participated in live interviews during the meeting. A third firm was unable to attend due to scheduling conflicts but submitted written materials that were reviewed by the Board. The interviews occurred in the following order:

- **Keller Associates**
Represented by Senior Project Manager Jake Poulson and Vice President Jim Mullen
- **Forsgren Associates**
Represented by Project Engineer Camille Miller, Senior Project Manager Aaron Sorenson, and Vice President/Division Manager Kevin Harris
- **Paragon Consulting**
Represented in absentia by Project Manager and Professional Engineer Stephen Freiburger

Part of the original mandate in the current engineering contract with Paragon Consulting was to support the Planning & Zoning Department. Commissioners noted that this level of support may no longer be necessary. Paragon is currently involved in approximately 15 active Planning & Zoning cases and is also managing the Woodruff Bridge Project with the Road & Bridge Department.

Commissioners discussed the implications of continuing with the current firm versus selecting a new firm for future projects. Particular attention was given to how existing in-progress projects would be affected by a potential transition. If a different firm were selected, commissioners emphasized the importance of ensuring a smooth and informed handoff. Considerations included the level of access to project files, ongoing communication with department leads, and the need for continuity to avoid delays or added costs. The Board acknowledged that some projects—such as those under Planning & Zoning and the Woodruff Bridge Project—are already well underway with Paragon Consulting, and any transition would require careful coordination and a clear understanding of what support and documentation would be necessary for another firm to assume those responsibilities effectively.

Planning & Zoning Assistant Darla Tombaugh and Road & Bridge Supervisor Dianna Dredge participated in the interview process and subsequent discussion. Input from both departments was considered.

Planning & Zoning reported a positive working relationship with Paragon Consulting. However, Road & Bridge expressed concerns related to recent projects, citing instances where on-the-ground support was limited due to the firm's project load.

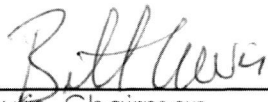
Road & Bridge noted past positive experiences with Keller Associates, describing the firm as responsive and accessible. While Forsgren Associates is currently involved in the upcoming Bannock Street Project, Road & Bridge staff have not yet worked directly with the firm.

No formal decision was made during the meeting. Commissioners plan to hold a special meeting on Monday, July 21 at 9:00am to determine how to proceed with engineering support for county projects.

Budget Discussion

Commissioners discussed finalizing the fiscal year 2026 budget, including salary planning for departments.

***** Meeting adjourned by 6:00pm*****



Bill Lewis, Chairman



Shanci Dorius, Deputy Clerk