



ONEIDA COUNTY COMMISSIONERS

Bill Lewis, Chairman – Ken Eliason – Brian Jeppsen

Regular Commissioners Meeting

23 March 2026 - 9:00AM

Meeting Location: Event Center

459 South Main Street, Malad City, Idaho 83252

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

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

Approve Agenda

Commissioner Eliason moved to adjust the SMJ Consulting discussion from 11:30 a.m. to 11:15 a.m. and to accept the agenda. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

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

Commissioner Jeppsen had questions regarding the water study and the transportation study referenced in the payment of claims. Brief clarification was provided.

Commissioner Jeppsen moved to accept the consent agenda and meeting minutes, excluding the payment of claims, which was set aside for further discussion. Seconded by Commissioner Eliason. All ayes. Motion carried.

Commissioner Jeppsen moved to approve the payment of claims as presented. Seconded by Commissioner Eliason. All ayes. Motion carried.

Total # of Payments	Fund Description	Amount Paid
72	GENERAL FUND/CURRENT EXPENSE	\$ 19,865.33
41	ROAD AND BRIDGE	\$ 67,860.99
8	AIRPORT	\$ 4,438.08
15	AMBULANCE	\$ 11,864.18
46	DISTRICT COURT	\$ 1,092.13
6	FAIR, COUNTY	\$ 1,294.59
18	JUSTICE FUND	\$ 87,225.87
1	PARKS & RECREATION	\$ 11.98
2	REVALUATION	\$ 132.37
2	TORT	\$ 83,353.60
5	WEEDS	\$ 9,341.09
1	PILT	\$ 1,740.00
1	E-911	\$ 186.00
1	DRUG COURT/SPC.CT. COORDINATOR	\$ 66.25
TOTAL:		\$ 288,472.46



Board of Equalization, if needed

No Board of Equalization needed.

Hospital Board Member

The Hospital Board Member topic will be addressed at a future Board of Commissioners meeting, as additional information is pending.

Court House Pine Tree

The Court House Pine Tree topic will be addressed at the next Board of Commissioners meeting, as additional information is pending.

Public Awareness Campaign

There is interest in sharing the Road and Bridge Department's activities with the community. To increase public awareness, it was suggested that an article could be published in the newspaper or that greater attention be directed to department updates posted on the county website. No decisions were made.

Ambulance Letter of Endorsement

The Board of County Commissioners approved a letter of support for a grant application to fund the remounting of existing extrication equipment onto a rescue truck.

Commissioner Eliason moved to provide an endorsement letter supporting the ambulance EMS grant application for the remount of existing extrication equipment onto a rescue truck. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Vertiv Battery Backup – Service Contract Renewal

A renewal contract with Vertiv Corporation for battery backup services was presented for Board signature, with an option to lock in the \$3,178 annual price for either a one-year or three-year term.

Commissioner Jeppsen moved to sign the proposed Vertiv Corporation battery backup services contract for three years, at an annual fee of \$3,178. Seconded by Commissioner Eliason. All ayes. Motion carried.

2026 Property Tax Exemptions

Property tax exemption applications from the following community organizations were received and reviewed by the Board of County Commissioners:

- American Legion Post 65 (RP0005201)
- First United Presbyterian Church (RP0005601)
- Iron Door Arts and Theater (RP0008800)
- Malad Lodge #51 Ancient Free and Accepted Masons of Idaho (RP002801A)
- Oneida Crisis Center, Inc. (RP00330107)
- Oneida Pioneer Museum (RP0000100)
- Malad Valley Heritage Square/Samaria Community Foundation (RP0256802A)
- St. Paul Catholic Mission/Faithful Followers of Fatima (RP0317408B and RP0094502)



- The Church of Jesus Christ of Latter-day Saints (RP0046400, RP0046502, RP0047001, RP0066523, RP0066525, RP0086701, RP0087301, RP0098202, and RP0147601)
- Victory Baptist Church (RP0084500A and RP0322500)

Commissioner Jeppsen moved to approve property tax exemption for the following entities: American Legion Post 65 (RP0005201); First United Presbyterian Church (RP0005601); Iron Door Arts and Theater (RP0008800); Malad Lodge #51 Ancient Free and Accepted Masons of Idaho (RP002801A); Oneida Crisis Center, Inc. (RP00330107); Oneida Pioneer Museum (RP0000100); Malad Valley Heritage Square/Samaria Community Foundation (RP0256802A); St. Paul Catholic Mission/Faithful Followers of Fatima (RP0317408B and RP0094502); The Church of Jesus Christ of Latter-day Saints (RP0046400, RP0046502, RP0047001, RP0066523, RP0066525, RP0086701, RP0087301, RP0098202, and RP0147601); and Victory Baptist Church (RP0084500A and RP0322500). Seconded by Commissioner Eliason. All ayes. Motion carried.

Commissioner Jeppsen moved to authorize the Clerk's Office to use the Chairman's signature stamp for property tax exemption forms, due to the large number requiring signatures. Seconded by Commissioner Eliason. All ayes. Motion carried.

Approval of Development Code - 6th Amendment

Amendments to the Development Code (Oneida County Ordinance No. 2022-08-01) were approved by the Planning and Zoning Commission on February 4, 2026, and by the Board of County Commissioners during a regular meeting on March 23, 2026. The amendments will become effective upon publication on March 26, 2026. The amendments include:

- Added a definition for "Butcher Shop" with corresponding zoning requirements. (Chapter 1, Article A; Chapter 2A-3)
- Modified the definition of "Slaughterhouse" and added conditional use and zoning requirements. (Chapter 1, Article A; Chapter 2A-3; Chapter 5-3-71)
- Deleted the section on "Contiguous Parcels" for clarity and consistency. (Formerly Chapter 4A-8)
- Added penalties for violations, enforcement procedures including notices, stop-work orders, and compliance timelines, authorized the Planning and Zoning Administrator to enforce the ordinance and withhold permits, and established a schedule of fees and civil penalties. (Chapters 7-8, 7-9, 7-10)
- Implemented minor organizational, editorial, and section-heading changes for clarity and consistency.

Commissioner Eliason moved to accept the 6th amendment of the Development Code. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Airport Hangar Lease

The State of Idaho requires updates to the Airport Hangar Lease Agreement for the Oneida County Airport to remain eligible for future grant funding. After discussing

several points in the draft agreement with County Legal Counsel, the Commissioners agreed to have Chairman Lewis request that the item be placed on the next Airport Board agenda for review and consideration of the suggested changes. No action was taken today.

R&B - Sale of Truck and Purchase of Replacement Truck

The Road & Bridge Department's 2001 Chevrolet 1500 4x4 ½-ton pickup truck was involved in an accident with a deer. It remains drivable, and the department wishes to sell the truck and purchase a replacement.

Commissioner Eliason moved to sell or dispose of the blue 2001 Chevrolet 1500 4x4 ½-ton pickup truck, VIN # 1GCEK14Y01E297206, through Public Surplus. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

P&R Sales in Pocatello has several used trucks priced between \$21,000 and \$33,000 that would be suitable replacements for the blue 2001 Chevrolet 1500, which was involved in a collision with a deer. The county has purchased from this vendor previously, and funds are available in the Road and Bridge (R&B) capital budget to cover the purchase.

Commissioner Eliason moved to authorize the Road and Bridge Department to purchase a replacement pickup truck for up to \$33,000. Seconded by Commissioner Jeppsen.

R&B – Road Safety Grant for Old Highways 191 & 37 - Rumble Strips (timestamp: 01:02:16)

Following the decision to withdraw from the Road Safety Grant, it was noted that a letter on county letterhead is required to complete the process. Brian Wright with the Local Highway Technical Assistance Council (LHTAC) informed Road and Bridge (R&B) Supervisor Dianna Dredge that the letter should be drafted to formalize the grant turn-back.

Commissioner Eliason moved to delegate Chairman Lewis to draft a letter to Brian Wright with the Local Highway Technical Assistance Council (LHTAC) to officially withdraw from the grant. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

Commissioner - Outcome of Road Safety Grant for Old Highways 191 & 37 – Rumble Strips

The Board shared the results of a special meeting held on March 12, 2026, regarding the Road Safety Grant for Old Highways 191 and 37, which was initiated in 2023 and includes rumble strips. The meeting followed the public hearing held on March 5, 2026, and was held in advance of the March 23 regular meeting.

During the March 12 special meeting, Road and Bridge (R&B) Supervisor Dianna Dredge noted that the project would require ongoing R&B maintenance. She also explained that in recent years the department has received approximately \$800,000 in additional state funding beyond its regular budget allocations. This funding was not



provided this year, and it is unknown whether it will be reinstated in future years, creating uncertainty for long-term obligations.

The Board noted that approximately \$41,000 of the \$150,000 engineering budget remained and agreed to withdraw from the grant project in its entirety, paying the accrued engineering fees.

Stone Generator Installation Update

A generator donated to Oneida County by Bannock County is being installed at the Stone Elementary building in the western part of the county to provide backup power during outages. Bids are being sought for the electrical hookup, concrete pad, and fencing. Oneida County Building Inspector and Maintenance Manager Tory Richardson is still working to locate a diesel tank; a potential donation is pending further information. A roof will eventually be placed over the generator, with footings installed when the concrete is poured to allow the roof to accommodate potential future movement of the generator for repairs. Mr. Richardson suggested waiting until school is out before finalizing the project. No funds have been expended, and the full scope of the project will not be known until all bids have been received and reviewed. No decisions were made pending further information.

Department Updates & Highlights (R&B, Weeds, Emergency Services, Probation)

Road & Bridge

The Road & Bridge Department has begun dust control and blading for the season, with bridge paving planned for this summer. Traffic will be redirected due to the Portage bridge removal, and Depot Road will serve as a detour during the city's paving of Bannock Street. The open winter allowed hauling gravel on several roads, although some temporarily became muddy. Upcoming work includes chip sealing, patching, grading, ditching, and culvert maintenance, with a focus on restoring road crowns.

Employees Kellum and Williams are progressing on the Road Master program; Kellum has completed the Road Scholar program, and Williams has one class remaining, with completion expected by June. The department is awaiting completion of the Transportation Plan and learned that the Local Highway and Rural Improvement Program (LRHIP) grant application for the culvert near the old St. John Church was not approved due to significant competition. Despite budget reductions, chip sealing remains a priority, and the new grizzly screen will support gravel hauling. Proposed purchases include an additional water truck and a new grader wing, with primary expenditures focused on patching, gravel, and oil.

The department is exploring ways to increase public awareness of its activities, including a possible Road & Bridge-only informational Facebook page and using the Busy-Busy app to generate task reports when workers clock in.

Emergency Services

The county submitted a refund request to the Idaho Office of Emergency Management (IOEM) for \$1,175.81 paid for preparedness pamphlets;



reimbursement through the 2024 State Homeland Security Program (SHSP) funds is expected. All 2023 SHSP grant funds have been fully expended, and approximately \$14,454.45 remains in the 2024 SHSP allocation, including roughly \$2,000 for the Sheriff's portion. Due to partial government defunding of FEMA and Homeland Security, grant disbursements and payments are temporarily on hold.

Upcoming events include a National Weather Service presentation on March 12 at 7:00 PM at the Oneida County Recreation Center and the Spring Preparedness Fair on March 21 from 10:00 AM to 1:00 PM, also at the Recreation Center. The recent emergency preparedness fair was well attended, with over 250 participants, nearly double last year's turnout, and presentations were well received. The IAC Regional Spring Officials Institute is scheduled for April 8 in Downey. IOEM will require the county to pay vendors upfront in the future and submit for reimbursement.

Probation

Juvenile Corrections District 6 Liaison Stace Gearhart was present, along with Oneida County Probation Officer Gabe Jimenez. Mr. Gearhart recently received notification regarding the three-year compliance review conducted by the Idaho Department of Juvenile Corrections (IDJC) to ensure adherence to evidence-based practices and program standards. Oneida County is scheduled for review on September 21. Mr. Jimenez has updated and finalized policies and procedures in preparation for this review. At the last review, there were three items identified for Mr. Jimenez to address, and those items have since been completed, including updates to required certificates. The Idaho Criminal Risk/Needs Assessment and Case Management (ICRIMP) team has completed their assessment and incorporated all necessary revisions. An Oneida County Probation manual was submitted to the Board for review, with a request for suggestions over the next few months.

Regarding the current caseload, there are three juveniles currently placed with the Idaho Department of Juvenile Corrections (IDJC). Arrangements are in progress for their transition from placement, with planning underway to ensure appropriate supervision and support upon release. These cases involve coordination with family, school, and other support systems to promote successful outcomes, with individuals expected to complete the terms of their probation under appropriate supervision.

Probation staff assist with informational tables at local schools on topics such as safety, bullying, and mental health awareness to help students become familiar with their role in the community. Information, treats, and small prizes are sometimes provided. Additionally, Mr. Gearhart noted that the IDJC facility and team-building course are available for tours by county officials, and he can assist in coordinating tours for anyone interested.

Weeds

Oneida County Weed Supervisor Cody Clyde forwarded his report to the Board. The department is preparing for a busy season addressing noxious weeds throughout the county. Focus will be on common species, including thistles, morning glory (field bindweed), black henbane, and rush skeleton weed, with efforts to identify new infestations early. The department is hopeful the cost-share chemical program can be offered again this year to support landowners in managing noxious weeds.

The department received a grant from the Bureau of Land Management (BLM) and will coordinate with the Forest Service to cover additional acres and address problem areas proactively. Mr. Clyde expressed appreciation to the Board of Commissioners for their support and to the landowners who cooperate with the department, noting that their efforts help maintain control of noxious weeds across the county.

Probation - Approval for Travel in Personal Vehicle

The Board discussed travel arrangements for Probation Office employee Kristi Christoffersen to attend an upcoming critical family incidences training in New Orleans from April 6 – April 10. The request was made to allow her to use her personal vehicle to travel to and from the Salt Lake City airport and to be compensated at the full per diem rate.

Commissioner Eliason moved to allow Deputy Chief Probation Officer Kristi Christophersen to take her personal vehicle to and from the Salt Lake City airport and be compensated at the full per diem rate. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

County Comp Time / Overtime policy - Sharon Jutila, SMJ Consulting

The Board discussed the county's compensatory (comp) time policy in relation to overtime pay under the Fair Labor Standards Act (FLSA), 29 CFR 553.23(a)(1). The discussion was in response to Oneida County's request to have SMJ Consulting review compensatory time rules. Ms. Sharon Jutila of SMJ Consulting participated via phone and presented a letter to the Board, noting that while the county handbook provides that comp time versus overtime pay would be established by the Board of Commissioners (BOCC), no formal agreement appears to have been implemented. Because the county does not have a recognized employee representative, any arrangement must currently be handled individually. FLSA requires that comp time in lieu of overtime be established prior to the work performed through an agreement or employee acknowledgement.

Ms. Jutila offered three approaches to establish a clear agreement between the county and employees regarding compensatory time, as required by FLSA: (1) individual agreements with each employee, ensuring they knowingly accept comp time in lieu of overtime; (2) notice to all employees, creating a uniform policy for clarity and administration, with opt-out in writing; and (3) a hybrid option (recommended), providing 1.5 hours of comp time per hour of overtime worked, usable in the future or paid out upon separation. The hybrid approach balances the



county's budget management needs with employees' rights to compensation, while ensuring clear acknowledgement of the arrangement.

Commissioner Jeppsen moved to authorize Sharon Jutila with SMJ Consulting to draft an agreement allowing each county employee to choose whether to receive overtime pay or compensatory (comp) time. Seconded by Commissioner Eliason. All ayes. Motion carried.

Weed Department Building

At the request of the Board of Commissioners, Weed Supervisor Cody Clyde provided a basic schematic for a new Weed building, which the Board briefly reviewed. Supervisor Clyde was not present but reported that the plan is a work in progress and that he is scheduled to meet with someone to discuss building codes and requirements.

The Board discussed having Commissioner Eliason and Supervisor Clyde meet with Contract Services, and potentially an architect if needed, to determine the requirements to move forward with the Weed building project.

Commissioner Lewis moved to authorize Commissioner Eliason and Weed Supervisor Cody Clyde to schedule a meeting with Jared Lusk of Contract Services and an architect, if needed, to discuss what is necessary to move forward with the project to design and construct a new Weed Department building and to determine the best location for it. Seconded by Commissioner Jeppsen. All ayes. Motion carried.

EXECUTIVE SESSION

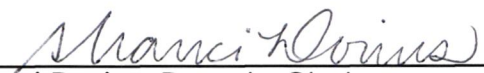
The board moved into Executive Session by motion. Following the executive session, the meeting was adjourned.

*Commissioner Jeppsen motioned to move into Executive Session per Idaho Code 74-206 (1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; **AND** 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: Ayes from Commissioners Eliason, Lewis, and Jeppsen. Motion carried.*

***** Meeting adjourned by 2:15 pm*****



Bill Lewis, Chairman



Shanci Dorius, Deputy Clerk

