

STATE OF IDAHO        )  
                              : ss.               Monday, March 2, 2026  
County of Bingham    )

**THE BOARD OF BINGHAM COUNTY COMMISSIONERS MET IN REGULAR SESSION. The following matters were considered:**

PRESENT:               Chairman Manwaring  
                              Commissioner Jackson  
                              Commissioner Jensen  
                              Lindsey Gluch- Commission Clerk

**APPROVAL OF COMMISSIONERS AGENDA**

The Board met to approve the Commissioners Agenda as posted.

**Decision: Commissioner Jensen moved to approve the Commissioners Agenda for March 2, 2026, as posted. Commissioner Jackson seconded. All voted in favor. The motion carried.**

**STAFF MEETING**

Present:               Donavan Harrington- County Assessor  
                              Debbie Cunningham- Chief Deputy Assessor  
                              Dusty Whited- Public Works Director  
                              Jimmy Roberts- County Coroner  
                              Scott Reese- Emergency Services/Parks & Recreation  
                              Sheri Landon- Magistrate/District Court Supervisor  
                              Laraine Pope- Human Resources Director  
                              Jason Marlow- Facilities Manager  
                              Tiffany Olsen- Planning & Development Director  
                              Shawn Hill- Probation Department Director  
                              Ryan Jolley- Prosecutor  
                              Tanna Beal- County Treasurer  
                              Carmen Willmore- Extension Office  
                              Matt Galloway- IT Director  
                              Megan Kearsley- Elections Director  
                              Gordon Croft- Blackfoot Chief of Police

Excused:               Pamela Eckhardt- County Clerk  
                              Laura Lora- Chief Deputy Clerk/Payroll  
                              Cody Lewis- Treatment Court Coordinator  
                              Jeff Gardner- Sheriff

The Commissioners met with department heads and Elected Officials for the March 2026 Staff Meeting. Commissioner Jensen conducted the Staff Meeting.

Pledge of Allegiance: Commissioner Jensen conducted.

Approval of Minutes for Staff Meeting held in February 2026: There were no changes to be made and the minutes for Staff Meeting held in February 2026 were approved as written.

Special Presentation: None.

Safety Concerns: None.

Employee Years of Service Recognition: None.

Chairman Manwaring: Had no updates at this time.

Commissioner Jackson: Stated that Lieutenant Fellows of the Sheriffs Office has officially retired after 20 years of service to Bingham County.

Commissioner Jensen: Had no updates at this time.

Donavan Harrington: Had no updates at this time.

Dusty Whited: Had no updates at this time.

Jimmy Roberts: Had no updates at this time.

Scott Reese: Stated that he would like to thank Dusty Whited and his department for getting the fallen trees taken care of at North Bingham Park.

Sheri Landon: Stated that she would like to thank Jason Marlow, Matt Galloway and their departments for their assistance within the Courts to switch to the state system.

Laraine Pope: Had no updates at this time.

Jason Marlow: Stated that the remodel of the breakroom within the jail is complete. Mr. Marlow stated that there is a new employee within the Building Maintenance department, Wyatt Jones.

Tiffany Olsen: Had no updates at this time.

Shawn Hill: Stated that there is a new employee within the Probation Department, Tyler Randall, who is a Misdemeanor Probation Officer.

Ryan Jolley: Had no updates at this time.

Tanna Beal: Stated in light of Lieutenant Fellows retiring, she would like to extend her thanks to him and his assistance with bank runs for the Treasurers Office.

Carmen Willmore: Stated that beef weigh-in starts Saturday, 4-H scholarships are open and due at the end of the month with interviews being held in April.

Matt Galloway: Stated the new access control system for the 1<sup>st</sup> floor of the Courthouse will be implemented within the next two weeks. Sgt. Kent will be getting in touch with each department to scan fobs into the new system.

Megan Kearsley: Stated that County candidate filing starts today and goes until March 13<sup>th</sup>. If anyone is interested in who has filed to run, please visit [voteidaho.gov](http://voteidaho.gov).

Chief Gordon Croft: Stated that there will be an ISU Intern working in the Detective Division for the next month and that a full evidence audit will be conducted. Chief Croft also announced that he will be retiring at the end of April.

Lindsey Gluch, Commission Clerk, stated that she would like to remind everyone that when attending a Commissioners meeting, please keep talking to a minimum as the recording is very sensitive and picks up even whispering which makes it hard to get a clear recording.

Second, Ms. Gluch reminded everyone if they will be proposing an item to the Board of County Commissioners that includes any type of agreement or contract, please have Legal Counsel review it prior to submitting a request for meeting.

Commissioner Jensen stated next Staff Meeting is scheduled for Monday, April 6, 2026, at 8:30 a.m.

Nothing further.

**PROBATION DEPARTMENT**

Present: Shawn Hill- Probation

The Board met with Shawn Hill to receive updates for the Probation Department.

**BUILDING MAINTENANCE**

Present: Jason Marlow- Facilities Manager

The Board met with Jason Marlow to receive updates for the Building Maintenance Department.

**PUBLIC HEARING TO INCREASE FEES FOR THE BINGHAM COUNTY PLANNING & DEVELOPMENT DEPARTMENT**

Present: Tiffany Olsen- Planning & Development Director  
 Amanda Williard- Planning & Development Permit Technician & Planner Assistant

The Board held a Public Hearing to increase fees for the Bingham County Planning & Development Department. Chairman Manwaring welcomed all to the Public Hearing and introductions were held for the record.

Ms. Olsen reviewed the proposed fee increases, which were as follows:

**PLANNING & DEVELOPMENT SERVICES FEES**

<b>LAND USE APPLICATIONS</b>		
<b>Title of fee</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Comprehensive Plan Text Amendment	\$500	\$500 + publication and mailing
Comprehensive Plan Map Amendment	\$500	\$500 + publication and mailing
Zoning Ordinance Text Amendment	\$500	\$500 + publication and mailing
Zoning District Amendment	\$550	\$500 + publication and mailing
Subdivision Plat (4 lots or less) (in addition, the surveying fee must be paid for review by the County Surveyor/Consultant. See Survey fee schedule per the Assessor)	\$450	\$450 + publication and mailing

Subdivision Plat (5 lots or more) (in addition, the surveying fee must be paid for review by the County Surveyor/Consultant. See Survey fee schedule per the Assessor)	\$450	\$550 + publication and mailing
Subdivision Plat with a Comprehensive Plan Map Amendment and/or Zoning Amendment	\$0	An additional \$350.00 to Subdivision Fee
Subdivision in a Floodplain designated area (additional fee per plat)	\$0	\$150
Subdivision Plat Request for Extension of Time	\$0	\$100
Planned Unit Development (in addition, the surveying fee must be paid for review by the County Surveyor/Consultant. See Survey fee schedule per the Assessor)	\$650+\$20/lot	\$750 + publication and mailing
RV Park/Campground/Manufactured Home Park	\$0	\$450 + \$25/spot and publication and mailing
Conditional Use Permit	\$350	\$450 + publication and mailing
Specific Land Uses:		
Gravel Mining/Mineral Extraction	\$350	\$750 + publication and mailing
Telecommunication (cell) Towers	\$350	\$750 + publication and mailing
Agrisolar		\$750 + publication and mailing
Commercial Wind or Solar or Battery Energy		\$1,500 + publication and mailing
Commercial Wind or Solar with Battery		\$2,000 + publication and mailing
Confined Animal Feeding Operation	\$350	\$1,000 + publication and mailing
Variance	\$350	\$350+ publication and mailing
Vacation/Validation Applications (Subdivisions, Roads, Easements, etc.)	\$400 + publication and any survey work	\$400 + publication, mailing, and any survey work
Agricultural Protection Area	\$0	\$250 + publication and mailing
<b>APPEALS/RECONSIDERATIONS</b>		
<b>Title of fee</b>	<b>Current Fee</b>	<b>Proposed Fee</b>

Appeal of an Administrative Decision to the Planning and Zoning Commission	\$150	\$300
Reconsideration of an Administrative Decision from the Planning and Zoning Commission to the Board of County Commissioners	\$0	\$300
Appeal of Planning and Zoning Decision to the Board of County Commissioners	\$150 + publication, mailing, and any survey work	\$300
Reconsideration of the Board of County Commissioners' Decision	\$150 + publication, mailing, and any survey work	\$300
<b>OTHER FEES</b>		
Administrative Approvals	\$0	\$200
Zoning/Land Use Siting Determination Letter (ex., Home Occupations, Vessel Dealers License, etc.)	\$0	\$100
Division Right/Property Research	\$50 + Title Report	\$100 per parcel or original parcel, with a maximum of \$500
Development Agreement	\$0	\$200
Amendment to Development Agreement	\$0	\$100
Non-Conforming Use Determination	\$0	\$200
<b>FLOODPLAIN DEVELOPMENT FEES</b>		
Floodplain Development Permit	\$100	\$150
With No-Rise and/or H&H Analysis	\$100	\$300
Subdivision in a floodplain designated area (additional fee per plat)	\$0	\$150
<b>PLATTING FEES FOR SUBDIVISION DEVELOPERS (Billed by the Assessors' Office)</b>		
<b>Title of fee</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Preliminary Plat Review	Up to 20 lots: \$200 Over 20 lots: \$200 plus \$10/lot	Up to 20 lots: \$300 Over 20 lots: \$300 plus \$25/lot
Final Plat Review	\$300 plus \$10/lot	\$400 plus \$25/lot
Preliminary and Final Plat reviews that require three (3) or more reviews	\$150 per review	\$150/each review after the third

Irrigation Verification Inspection	\$0	\$25/lot with a \$100 minimum
Development Drawings/Improvement Plan Review	\$210 plus \$10/lot	\$210 plus \$10/lot

All permits will be charged a \$25.00 technology fee

No refunds will be allowed past the seven (7) day period after submittal

The County's use of any consultant, surveyor, engineer, or other professional: Fees for the actual cost of work performed or by contracted price

Amendments to approved Applications will be charged the same amount as the original fee

### BUILDING & INSPECTION FEES

Title of fee	Current Fee per sq ft.	Proposed Fee per sq. ft.
Main Floor	\$88	\$88
Addition	\$78	\$78
Additional Floor	\$39	\$39
Basement - Finished	\$20	\$20
Framed Garage (attached)	\$16	\$16
Carport	\$10	\$10
Patio or Deck	\$8	\$8
Covered Patio/Porch/Deck	\$10	\$10
Foundation only	\$8	\$8
Pole Building	\$16	\$16
Shop	\$20	\$20
Pre-manufactured Shed	\$10	\$10
Manufactured Home Setting Permit	\$150	\$150 single \$200 double \$250 triple
Move Residence (does not include Setting Fee)	\$250 + SF Foundation	\$250 + SF Foundation
Declaration of Real Property for Manufactured Home if an on-site inspection is required	\$0	\$100
Addressing Fee (per address)	\$100 \$50 to R&B \$50 to P&D	\$100 \$50 to R&B \$50 to P&D
Building Without an Issued Permit	Double the Permit Fee	Double the Permit Fee
Failure to Request Inspection	25% of Permit Fee	25% of Permit Fee
Re-inspection/hr. (when corrections are not prepared or the site is not ready for inspection)	\$100 after the 2 <sup>nd</sup> failed inspection \$150 after the 3 <sup>rd</sup> failed inspection	\$100 after the 2 <sup>nd</sup> failed inspection \$150 after the 3 <sup>rd</sup> failed inspection
Inspection outside of normal business hours (minimum charge of 2 hours)	\$50/hr	\$50/hr

Inspections for which no fee is specifically indicated (minimum charge of 2 hours)	\$50/hr	\$50/hr
Plan Review Accessory Structure Residential Structure Commercial Structure	\$100 deposit \$0 25% of Permit Fee	20% of Permit Fee 40% of Permit Fee
Additional Plan Review (1hr minimum)	\$50/hr	\$50/hr
Agricultural Exempt Siting Permit	\$100	\$200
Reinstatement Fee for Expired Building Permit (within current IRC/IBC)	\$0	50% of the Original Permit Fee
Reinstatement Fee for Expired Building Permit	\$0	New Permit Fee
Floodplain Development Permit With No-Rise and/or H&H Analysis	\$100 \$100	\$150 \$300
Moving into a structure without a Certificate of Occupancy/Completion	\$0	Double the Permit Fee
Construction Board of Appeal Fee	\$150 + publication and mailing	\$300 + publication and mailing
<b>Mechanical Fees</b>		
<b>Sq. Footage of SFD, Duplex, Townhome</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Up to 1,500	\$100	\$150
1,501 to 2,500	\$150	\$200
2,501 to 3,500	\$200	\$250
3,501 to 4,500	\$250	\$300
Over 4,500	\$250 + \$50 for each additional 1,000 sq ft.	\$300 + \$50 for each additional 1,000 sq ft.
<b>Type of System</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
New retrofit gas piping with 1 appliance	\$75.00 + \$25 for each additional appliance	\$100.00 + \$25 for each additional appliance
Furnace, A.C, Heat Pump, Fireplace, New HVAC appliance (no new gas piping)	\$65 each	\$75 each
Minor installation (dryer exhaust, bathroom, kitchen exhaust fans)	\$25 each	\$25 each
Wood-burning fireplace/pellet stove installation	\$65	\$75
Gas meter re-installation or gas piping change-over	\$50	\$50
Hydronic heating system	\$75	\$100
Manufactured home gas piping / hook-up	\$50	\$75
Commercial	1% Bid Cost (\$200 min.)	2% Bid Cost (\$200 min.)

The County's use of any consultant, surveyor, engineer, or other professional: Fees for the actual cost of work performed or by contracted price

All permits will be charged a \$25.00 technology fee

No refunds will be allowed past the seven (7) day period after submittal

**BUILDING PERMIT VALUATION TABLE (RESIDENTIAL)**

<b>Total Valuation</b>	<b>Current Fee</b>
\$1 to \$500	\$16.50
\$501 to \$2,000	\$16.50 for the first \$500.00 plus \$2.20 for each additional \$100.00
\$2,001 to \$25,000	\$49.50 for the first \$2,000.00 plus \$9.90 for each additional \$1,000
\$25,001 to \$50,000	\$277.30 for the first \$25,000.00 plus \$7.15 for each additional \$1,000
\$50,001 to \$100,000	\$455.95 for the first \$50,000.00 plus \$4.95 for each additional \$1,000
\$100,001 to \$500,000	\$762.85 for the first \$100,000.00 plus \$3.85 for each additional \$1,000
\$500,001 to \$1,000,000	\$2,243.45 for the first \$500,000.00 plus \$3.30 for each additional \$1,000
\$1,000,001 to \$5,000,000	\$3,915.45 for the first \$1,000,000.00 plus \$2.20 for each additional \$1,000
\$5,000,001 to \$10,000,000	
\$10,000,001 and up	

**BUILDING PERMIT VALUATION TABLE (COMMERCIAL)**

<b>Total Valuation</b>	<b>Current Fee</b>
\$1 to \$500	20.00
\$501 to \$2,000	\$20.62 for the first \$500.00 plus \$2.75 for each additional \$100.00
\$2,001 to \$25,000	\$61.90 for the first \$2,000.00 plus \$12.40 for each additional \$1,000
\$25,001 to \$50,000	\$346.60 for the first \$25,000.00 plus \$9.00 for each additional \$1,000
\$50,001 to \$100,000	\$570.00 for the first \$50,000.00 plus \$6.20 for each additional \$1,000
\$100,001 to \$500,000	\$953.50 for the first \$100,000.00 plus \$4.80 for each additional \$1,000
\$500,001 to \$1,000,000	\$2804.50 for the first \$500,000.00 plus \$4.10 for each additional \$1,000
\$1,000,001 to \$5,000,000	\$4894.50 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000

Chairman Manwaring asked if there was any testimony in favor, neutral or opposition, to which there was none, and the Public Hearing was closed.

The Commissioners held deliberation and there were no concerns in regard to the proposed increases.

**Decision: Commissioner Jackson moved to approve the proposed fee increase for the Planning & Development Department as proposed by Ms. Olsen. Commissioner Jensen seconded. All voted in favor. The motion carried.**

THE MOTION PASSED TO DISMISS UNTIL WEDNESDAY MARCH 4, 2026

  
PAMELA W. ECKHARDT, CLERK

  
WHITNEY MANWARING, CHAIRMAN

Lindsey Gluch- Commission Clerk-----

STATE OF IDAHO        )  
                              : ss.                **Wednesday, March 4, 2026**  
County of Bingham    )

**THE BOARD OF BINGHAM COUNTY COMMISSIONERS MET IN REGULAR SESSION. The following matters were considered:**

PRESENT:                Chairman Manwaring  
                              Commissioner Jensen  
                              Commissioner Jackson  
                              Lindsey Gluch- Commission Clerk

**APPROVAL OF COMMISSIONERS AGENDA**

The Board met to approve the Commissioners Agenda for March 4, 2026, as posted.

**Decision: Commissioner Jensen moved to approve the Commissioners Agenda for March 4, 2026, as posted. Commissioner Jackson seconded. All voted in favor. The motion carried.**

**COLLEGE OF EASTERN IDAHO**

The Board approved one (1) Certificate of Residency document, which was sent to the College of Eastern Idaho for the following students: Kaysia K. Horne and Allicia J. Johnson.

**Decision: Commissioner Jackson moved to approve Cash Warrants, Claims, Administrative Documents and Personnel Action Forms. Commissioner Jensen seconded. All voted in favor. The motion carried.**

**RESOLUTION 2026-16**

The Board met to approve and sign Bingham County Resolution 2026-16, a resolution for the destruction of records within the Assessors Office/DMV.

**Decision: Commissioner Jensen moved to approve Bingham County Resolution 2026-16, a resolution for the destruction of records within the Assessors Office/DMV. Commissioner Jackson seconded. All voted in favor. The motion carried and said resolution was approved/signed as follows:**

**BINGHAM COUNTY  
RESOLUTION 2026-16**

**RESOLUTION REGARDING THE DESTRUCTION OF RECORDS  
FOR THE ASSESSORS OFFICE/DEPARTMENT OF MOTOR VEHICLES**

**WHEREAS** the Bingham County Assessors Office/Department of Motor Vehicles has requested permission to destroy certain records; and

**WHEREAS** the Idaho Code §31-871 empowers the Board of County Commissioners with the responsibility for classifying records for purposes of retention and destruction; and

**WHEREAS** the Assessors Office has represented that all records for which destruction is sought pertain to matters which have been concluded for the designated period of time allowed in sections of Idaho Code; and

**WHEREAS** none of the records for which destruction is requested are those required to be kept by the County permanently and indefinitely pursuant to I.C. §31-709;

**Assessors Office**

February 2025

Title and Title Applications

**THEREFORE**, it is hereby resolved that: The Assessors Office files are hereby classified as "temporary," as defined in I.C. §31-871(1)(d). Furthermore, such records may now be destroyed.

**Dated this 4<sup>th</sup> day of March 2026.**

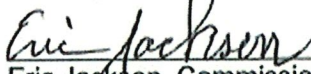


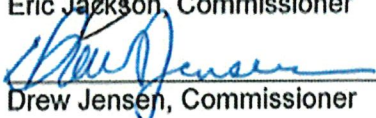
ATTEST:

  
Pamela W. Eckhardt  
Bingham County Clerk

BINGHAM COUNTY COMMISSION

  
Whitney Manwaring, Chairman

  
Eric Jackson, Commissioner

  
Drew Jensen, Commissioner

APPROVAL OF REASON & DECISION FOR THE REQUEST FOR RECONSIDERATION OF THE BOARD OF COUNTY COMMISSIONERS REASON & DECISION DATED JANUARY 9, 2026, FILED BY JOHN HEPTON PERTAINING TO THE PINGREE I AND II TRUST

The Board met to approve and sign the Reason & Decision for the Request for Reconsideration of the Board of County Commissioners Reason & Decision dated January 9, 2026, filed by John Hepton, pertaining to the Pingree I and II Trust.

Chairman Manwaring confirmed with both Commissioner Jackson and Commissioner Jensen that if there were changes to be made, those had been completed. Both confirmed there were no changes to be made.

**Decision: Commissioner Jackson moved to approve and sign the Reason & Decision for the Request for Reconsideration of the Board of County Commissioners Reason & Decision dated January 9, 2026, filed by John Hepton Pertaining to the Pingree I and II Trust. Commissioner Jensen seconded. All voted in favor. The motion carried.**

SHERIFFS OFFICE

Present: Chad Kent- Sheriffs Office Sergeant  
Devin Trujillo- Sheriffs Office Sergeant for Detectives  
Kris Talbot- Sheriffs Office Detention Sergeant  
Jason Marlow- Facilities Manager  
Paul Rogers- County Legal Counsel

The Board met to receive an update from the Sheriffs Office, along with discussion regarding a submitted prior approval for purchase of industrial office door, hinges and closer from Architectural Building Supply, to be used within the Detectives Division.

Sgt. Trujillo explained that this door will be used for the remodel project of the old kitchen area in the Detectives Office, to be remodeled and used for secure evidence staging and storage, as well as creating an additional office space.

Said purchase is in the amount of \$2,819.39 and it is proposed to be paid from 05-02-805-0050 (Justice Fund- Sheriff- Capital Equipment).

**Decision: Commissioner Jensen moved to approve the prior approval for purchase of industrial office door, hinges and closer from Architectural Building Supply, to be used within the Detectives Division. Said purchase is in the amount of \$2,819.39 and it is proposed to be paid from 05-02-805-0050 (Justice Fund- Sheriff- Capital Equipment). Commissioner Jackson seconded. All voted in favor. The motion carried.**

EXECUTIVE SESSION

The Board met to hold an Executive Session pursuant to Idaho Code §74-206(1)(a)&(b), to consider personnel matters. Commissioner Jackson moved to go into Executive Session pursuant to Idaho Code §74-206(1)(a)&(b), to consider personnel matters. Commissioner Jensen seconded. Both voted in favor. The Board moved into Executive Session at 9:01 a.m. Commissioner Jensen moved to go out of Executive Session. Commissioner Jackson seconded. The Board moved out of Executive Session at 9:21 a.m.

**Decision: Commissioner Jensen moved to approve the Solid Waste Lead Offer at an N12, Step 2 (\$18.55). Commissioner Jackson seconded. All voted in favor. The motion carried.**

**Commissioner Jackson moved to approve the Truck Driver Offer at PW4, Step 1. Commissioner Jensen seconded. All voted in favor. The motion carried.**

## PUBLIC WORKS

Present: Dusty Whited- Public Works Director  
Kraig Edwards- Weeds Supervisor  
Paul Rogers- County Legal Counsel

The Board met with Dusty Whited to discuss updates within the Public Works Department, along with other agenda items.

Discussion was held in regard to a Credit Application for Blackhawk Industrial, to be used as a vendor for purchase. Said Credit Application is in the amount of \$5,000.00.

The Board had no concerns.

**Decision: Commissioner Jensen moved to approve and sign the Credit Application for Blackhawk Industrial in the amount of \$5,000.00. Commissioner Jackson seconded. All voted in favor. The motion carried.**

Next, discussion was held in regard to the submitted prior approval for purchase of mag chloride. Said purchase is in the amount of \$29,536.00 for 200 tons, which is to be paid from Fund: 32-00-659-01.

**Decision: Commissioner Jackson moved to approve the submitted prior approval for purchase of mag chloride. Said purchase is in the amount of \$29,536.00 for 200 tons, which is to be paid from Fund: 32-00-659-01. Commissioner Jensen seconded. All voted in favor. The motion carried.**

Next, discussion was held in regard to the 2026 scheduled road maintenance and budget. Mr. Whited explained that several years ago the Commissioners increased the budget so that 1/7 of the paved roads could be covered each year. Mr. Whited stated this is the national recommended standard and that a surface treatment and maintenance on a 7-year rotation.

Mr. Whited stated this year the budget is \$2.1 million and everything that is scheduled to be done this year is approximately \$84,000.00 more than what is within the budget. Currently it is 2 ½ miles short of hitting the 1/7 that is recommended and the reason for that is the some of the roads are wider than the normal 24-foot road.

Mr. Whited stated there are a few options and that if the Board would like to remain as it is currently with the budget, there needs to be \$84,000.00 worth removed from the schedule. Mr. Whited referred to District 3 map and stated that he highlighted 3 miles of Uma Road that was scheduled for a micro-seal and if that is removed, that would save approximately \$89,000.00. Chairman Manwaring asked Mr. Whited if Uma Road was well traveled, to which Mr. Whited stated it is not well traveled but is in poor shape and needs patching and work don't prior to micro-sealing. The second option would be to use the Local Bridge Line item within Special Projects Fund, which is \$150,000.00 and could cover \$84,000.00. Mr. Whited stated that with all of the bridge replacements that have been done over the last few years using grant funding, this leaves additional funding that has been used on epoxy coatings on concrete bridge decks.

Mr. Whited stated that he would propose keeping up with the lane miles and using funds from the Local Bridge Line Item to cover cost.

The Board stated that they would be more in favor of keeping up with the lane miles, overspend the fund that payment should come from and open the budget to cover the cost as proposed.

**Decision: Commissioner Jensen moved to approve the 2026 road maintenance and budget, to keep up with the lane miles, overspend the proper line item where payment should come out and open the budget to cover the cost. Commissioner Jackson seconded. All voted in favor. The motion carried.**

## HUMAN RESOURCES

Present: Laraine Pope- Human Resources Director  
Paul Rogers- County Legal Counsel

The Board met with Laraine Pope to receive updates from within the Human Resources Department, along with approval of Bingham County Resolution 2026-19, a resolution amending the Bingham County Employee Handbook, specifically Section 18 in order to add an additional subsection 18.6, which will state "Employees who are in a department which works 4 x 10 hour shifts are allowed to take a county recognized holiday on a different county designated day to make up for the 40 hour work week".

The Board had no concerns.

**Decision: Commissioner Jackson moved to approve Bingham County Resolution 2026-19, a resolution amending the Bingham County Employee Handbook, specifically Section 18 in order to add an additional subsection 18.6, which will state "Employees who are in a department which works 4 x 10 hour shifts are allowed to take a county recognized holiday on a different county designated day to make up for the 40 hour work week". Commissioner Jensen seconded. All voted in favor. The motion carried and said resolution was approved as follows:**

**BINGHAM COUNTY  
RESOLUTION NO. 2026-19  
A RESOLUTION AMENDING THE  
BINGHAM COUNTY EMPLOYEE HANDBOOK**

Be It ordained by the Board of County Commissioners of Bingham County, Idaho:

1. At an Open Meeting held on Wednesday, March 3, 2026 the Board of County Commissioners unanimously voted to amend Section 18, to add Subsection 18.6.
2. Bingham County Personnel Handbook, Section 18, is hereby amended within the Bingham County Employee Handbook, to add Subsection 18.6.
3. Bingham County Personnel Handbook, the section as explained above will now be as follows:

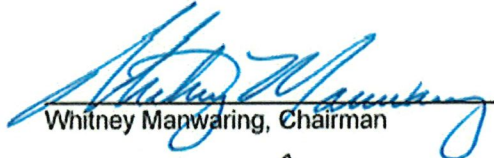
18.6 Employees who are in a department which works 4 x 10 hour shifts are allowed to take a County recognized holiday on a different County designated day to make up for the 40 hour work week.

Passed and Adopted this 4<sup>th</sup> day of March 2026.

BINGHAM COUNTY COMMISSION

ATTEST:



  
Whitney Manwaring, Chairman

  
Eric Jackson, Commissioner

  
Pamela W. Eckhardt  
Bingham County Clerk

  
Drew Jensen, Commissioner

## IT DEPARTMENT

Present: Matt Galloway- IT Director  
Paul Rogers- County Legal Counsel

The Board met with Matt Galloway to receive updates from the IT Department.

## REVIEW & APPROVAL OF AMBULANCE CONTRACT WITH SHELLEY-FIRTH FIRE DISTRICT

Present: Pamela Eckhardt- County Clerk  
Paul Rogers- County Legal Counsel

The Board met to review and approve the Ambulance Contract with Shelley Firth Fire District.

Clerk Eckhardt explained that Paul Rogers had worked with Garrett Sandow, City Attorney. Mr. Rogers stated there were a few changes that were made and all were in agreeance.

Discussion was held in regard to placing \$400,000 into the Ambulance Trust, wherein Chairman Manwaring stated that he would like to see more detail to be sure all parties understand. Mr. Rogers stated that he would amend in order to clarify the verbiage to explain how the funding was split and that a portion was put into Ambulance Trust.

The Board was in favor of making the amendment to clarify the verbiage and resend to Mr. Sandow for review and approval.

**Decision: Commissioner Jackson moved to approve the contract with the amendment made and sent to Shelley-Firth Fire District for final approval/signatures. Commissioner Manwaring seconded. Both voted in favor. The motion carried.**

## REVIEW OF FINAL REPORTING FOR THE AMERICAN RESCUE PLAN ACT FUNDING

Present: Pamela Eckhardt- County Clerk  
Paul Rogers- County Legal Counsel

The Board met with Clerk Eckhardt to review the final reporting for the American Rescue Plan Act funding.

## DISCUSSION & DECISION REGARDING BUYOUT FOR LEASED COUNTY VEHICLES

Present: Pamela Eckhart- County Clerk  
Chad Kent- Sheriff's Office Sergeant

The Board met with Clerk Eckhardt to hold discussion and make a decision in regard to the buyout amount for leased county vehicles.

Sgt. Kent explained when the two Tundra pickups, the Commissioners Tundra, one of the Sheriff's Office Tundras and the Rav 4, Unified co-signed the vehicles to dealerships so that we did not have to try to wholesale them in order to get the most funding out of them. The vehicles sat for just over one month, they finally received offers and with those offers, wherein there was a negative equity of \$36,400. Sgt. Kent stated that Unified covered the cost for windshield replacement, tires and paid an extra \$15,000 (total of \$17,400) to assist with the deficit, which left a buyout amount of \$19,000 on those five (5) vehicles.

Clerk Eckhardt stated that the original discussion was to pay this amount out of PILT but in doing research she found that within Fund 01-18-722-00, there is \$50,000, which could be used if needed.

The Board was in favor of paying the remaining \$19,000 owed out of Fund 01-18-722-00.

**Decision: Commissioner Jackson moved to approve payment out of Fund 01-18-722-00 in the amount of \$19,000 for buyout of the leased county vehicles. Chairman Manwaring seconded. All voted in favor. The motion carried.**

THE MOTION PASSED TO DISMISS UNTIL FRIDAY MARCH 6, 2026



PAMELA W. ECKHARDT, CLERK  
Lindsey Gluch- Commission Clerk-----



WHITNEY MANWARING, CHAIRMAN

STATE OF IDAHO        )  
                              : ss.               Friday, March 6, 2026  
County of Bingham    )

**THE BOARD OF BINGHAM COUNTY COMMISSIONERS MET IN REGULAR SESSION. The following matters were considered:**

PRESENT:               Chairman Manwaring  
                              Commissioner Jensen  
                              Commissioner Jackson  
                              Lindsey Gluch- Commission Clerk

CLAIMS

Claims were approved in the amount of \$525,105.93.

PERSONNEL ACTION FORMS

The Board approved Personnel Action Forms, which were as follows:

Salary Increase Form:       Court Clerk/Archivist  
  Solid Waste Operator  
  Solid Waste Operator

**Decision: Commissioner Jackson moved to approve Cash Warrants, Claims, Administrative Documents and Personnel Action forms. Commissioner Jensen seconded. All voted in favor. The motion carried.**

RESOLUTION 2026-17

The Board met to approve and sign Bingham County Resolution 2026-17, a resolution changing fees for the Bingham County Sheriffs Office and Planning & Development Department.

**Decision: Commissioner Jensen moved to approve and sign Bingham County Resolution 2026-17, a resolution changing fees for the Bingham County Sheriffs Office and Planning & Development Director. Commissioner Jackson seconded. All voted in favor. The motion carried and said resolution was approved/signed as follows:**

BINGHAM COUNTY  
RESOLUTION NO. 2026-17

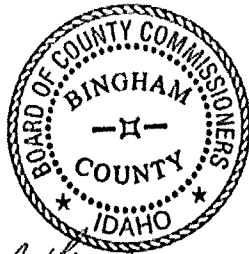
**A RESOLUTION CHANGING THE FEES FOR THE BINGHAM COUNTY SHERIFFS OFFICE AND BINGHAM COUNTY PLANNING & DEVELOPMENT DIVISION EFFECTIVE IMMEDIATELY FOR BINGHAM COUNTY.**

Whereas, the Bingham County Commissioners held a Public Hearing on the 25<sup>th</sup> day of February, 2026 and approved the fee schedule provided by the Bingham County Sheriffs Office, pursuant to Idaho Code §63-1311A.

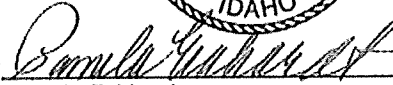
Whereas, the Bingham County Commissioners held a Public Hearing on the 2<sup>nd</sup> day of March 2026, and approved the fee scheduled for the Bingham County Planning & Development Division, pursuant to Idaho Code §63-1311A.

Be it hereby resolved that the fee change for the Bingham County Planning & Development Division and the Bingham County Sheriffs Office are attached as Exhibit A-B and will be effective immediately. All previous fee schedules for these departments are repealed as of the effective dates.

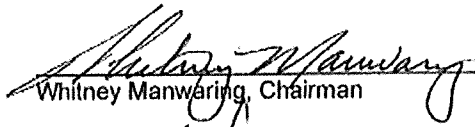
ADOPTED this 6<sup>th</sup> day of March 2026.




ATTEST:

  
Pamela Eckhardt  
Bingham County Clerk

BOARD OF COUNTY COMMISSIONERS

  
Whitney Manwaring, Chairman

  
Eric Jackson, Commissioner

  
Drew Jensen, Commissioner



BINGHAM COUNTY SHERIFF - FEE SCHEDULE

LC. §31-3203  
Exhibit A

Process	Service Fee/Return Fee	Deposit
Service & Process of document/s on each individual or location that is to be served.		There may be an influx in the deposit required due to the size of vehicle or property that is to be executed upon. Plaintiff will be responsible for actual costs that are above the deposit amount that are incurred.
Affidavit and /or Order	\$50.00	
Certified Mail/Postage	Actual Cost	
Certificate of Sale	\$15.00	
Complaint	\$50.00	
Cross-Complaint	\$50.00	
Injunction	\$50.00	
Moving/Storage	Actual Cost	
Notice	\$50.00	
Notice of Levy	\$15.00	
Notice to Pay/Quit-Vacate	\$50.00	
Notice of Sale	\$15.00	
Notice of Trustees Sale	\$50.00	
Order	\$50.00	
Order to Appear or Examine	\$50.00	
Order to Show Cause	\$50.00	
Postings	\$10.00 ea.	
Civil Protection Order (issued by court)	No charge	
Restraining Order (issued by attorney)	\$50.00	
Returned Check Fee	\$30.00	
Small Claims	\$50.00	
Subpoena - Civil	\$50.00	
Subpoena - Criminal	\$50.00	
Summons/Complaint	\$50.00	
Summons/Petition	\$50.00	
Writ of Execution – Garnishment	\$50.00	
Warrant of Distrain	\$60.00	
Warrant of Attachment/Civil Arrest	\$100.00	
Writ of Attachment/Assistance	\$75.00	
Writ of Execution/Assistance - Personal Property	\$100.00	
Writ of Possession/Assistance - Personal Property	\$100.00	
Limited Alternative Remedy to Remove Unauthorized Persons from Residential Real Property (Complaint)	\$150.00	See personal property execution section below for further information
Writ of Restitution/Assistance (If occupants voluntarily remove themselves)	\$75.00	
Writ of Restitution/Assistance (If occupants do not voluntarily remove themselves) (Plaintiff is responsible for locksmith and any additional fees incurred.)	\$150.00	
(If the sheriff is required to forcibly remove subject/s and levy on goods and chattels, then an additional fee will be charged including additional deputies and deputy overtime pay if needed.)	\$300.00	\$3,000.00 Minimum Plaintiff responsible for additional fees that are incurred.
Deputy average wage/benefits @ regular hourly wage.	\$29.33	
Moving Expenses	Actual Costs	
Storage of Property	Actual Costs	

**EXHIBIT**  
**A**

Sheriff's Sale Fees on Writ of Execution:	Service Fee/Return Fee	Deposit
<b>PERSONAL PROPERTY:</b>		
Writ of Execution/Assistance	\$100.00	\$175.00 If executing on a vehicle an additional deposit in the amount of \$400.00 per vehicle will be incurred for tow fees. Any deposited funds that are not utilized will be returned to the plaintiff and or their legal counsel.
Notice of Levy	\$15.00	
Notice of Sale	\$15.00	
Post Each Notice	\$10.00	
Publication	Actual Cost	
Sheriff's Commission for each Levy for Personal or Real Property Levied and Sold	Not to exceed \$100.00	
Sheriff's Commission without Levy for each action.	Not to exceed \$75.00	
Sheriff's Commission on each Levy for Personal or Real Property that is not sold or the sale is cancelled by plaintiff.	Not to exceed \$75.00	
Commission Credit Bid-Plaintiff Only	\$50.00	
Storage of Property	Actual Cost	
Towing of Vehicle	Actual Cost	
Certificate of Sale	\$15.00	
Sheriff's Deed	\$15.00	
<b>REAL PROPERTY:</b>		
Writ of Execution/Assistance	\$150.00	\$800.00
Notice of Levy	\$15.00	
Notice of Sale	\$15.00	
Post Each Notice	\$10.00	
Publication	Actual Cost	
Certified Mail	Actual Cost	
Sheriff's Commission for each Levy for Personal or Real Property Levied and Sold <small>31-3203 - For commissions for receiving and paying over money on execution or other process, when land or personal property has been levied on and sold, on the first one thousand dollars (\$1,000), two percent (2%); on all sums above that amount, one percent (1%); but in no case of sale of real estate shall his commission exceed the sum of .. \$100.00            When the amount of such sale is credited on the debt and no money is transferred, then one-half (1/2) of such commission.</small>	Not to exceed \$100.00	
Sheriff's Commission without Levy for each action.	Not to exceed \$75.00	
Sheriff's Commission on each Levy for Personal or Real Property that is not sold or the sale is cancelled.	Not to exceed \$75.00	
Commission Credit Bid-Plaintiff Only	\$50.00	
Certificate of Sale	\$15.00	
Sheriff's Deed	\$15.00	

Recording of documents	Actual Cost	
Certificate of Redemption	\$15.00	

<b>GARNISHMENT:</b>		
One Time Garnishment	\$50.00	
Continuing Garnishment	\$50.00	
Interim Return	\$10.00	
Recording of any documents	Actual Costs	
Copying/Printing of any legal documents including Notice of Garnishment and Claim of Exemption Packet	\$1.00 per page	
<b>CONCEALED WEAPONS:</b>		
New Concealed Weapons Permit	\$60.00	
Renewal on an existing Concealed Weapons Permit	\$45.00	
Fingerprint Cards	\$15.00	
<b>RECORDS REQUEST:</b>		
There is no cost for copies under 100 pages, over 100 pages will be charged the actual cost of copies. If you are requesting copies of photographs, tapes or videos YOU must provide a 16GB thumb drive and pay a \$2.00 fee for copying. There will be a charge if nonpublic information must be redacted. Actual cost of employee's time to locate and copy the records if it exceeds 2-person hours- if it requires overtime it will be charged at 1 ½ times their wage. All costs must be prepaid.		

If any of the civil processing items that have their own listed fee schedule that is above \$50 are receipted and processed, but are not served due to the withdrawal from the petitioner / plaintiff / defendant or legal counsel, at minimum, a \$50 Administrative Processing Fee will still be collected along with any other fees that may have been incurred.

If at any time, the Sheriff's Office needs to call in additional deputies to facilitate the proper service of documents and/or for the execution of property, an additional fee will be charged including current deputies' average wages/benefits at regular hourly wage and overtime pay if needed.

Towing of vehicle per execution, advance deposit required -actual cost  
 Moving expenses: advance deposit required -actual cost

Recording of documents -actual cost  
 Publication costs -actual cost

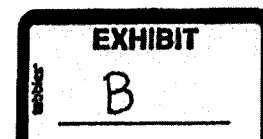
After a lengthy survey of other Sheriff's Offices in the State of Idaho, the Bingham County Sheriff's Office is requesting that the fees collected be changed accordingly.

# Planning & Development Service Fees

Adopted by Resolution No. 2026-17 - Effective March 6, 2026

Land Use  
Application  
Fees

Title of Use	Fee
Comprehensive Plan Text Amendment	\$500 + publication and mailing
Comprehensive Plan Map Amendment	\$500 + publication and mailing
Zoning Ordinance Text Amendment	\$500 + publication and mailing
Zoning District Amendment	\$500 + publication and mailing
Subdivision Plat (4 lots or less) <i>(in addition, the surveying fee must be paid for review by the County Surveyor/Consultant. See Survey fee schedule per the Assessor.)</i>	\$450 + publication and mailing
Subdivision Plat (5 lots or more) <i>(in addition, the surveying fee must be paid for review by the County Surveyor/Consultant. See Survey fee schedule per the Assessor.)</i>	\$550 + publication and mailing
Subdivision Plat with a Comprehensive Plan Map Amendment and/or Zoning Amendment	An additional \$350.00 to the Subdivision Fee
Subdivision Plat Request for Extension of Time	\$100
Planned Unit Development <i>(in addition, the surveying fee must be paid for review by the County Surveyor/Consultant. See Survey fee schedule per the Assessor.)</i>	\$750 + publication and mailing
Development Agreement and any Amendments	\$100
Subdivision in a floodplain designated area With No-Rise and/or H&H Analysis <i>(additional fee)</i>	\$150 \$300
RV Park/Campground/Manufactured Home Park	\$450 + \$25/spot and publication and mailing
Conditional Use Permit Specific Land Uses: Confined Animal Feeding Operation (CAFO) Commercial Wind Facilities Gravel Mining/Mineral Extraction Telecommunication Towers	\$450 + publication and mailing \$1,000 + publication and mailing \$1,500 + publication and mailing \$750 + publication and mailing \$750 + publication and mailing
Variance	\$350+ publication and mailing
Vacation/Validation Applications (Subdivisions, Roads, Easements, etc.)	\$400 + publication, mailing, and any survey work
Agricultural Protection Area Application	\$250 + publication and mailing
Zoning/Land Use Sitting Determination Letter <i>(ex., Home Occupations, Vessel Dealers License, etc.)</i>	\$100



PAGE | 1

	Division Right/Property Research	\$100 per parcel or original parcel (maximum of \$500)
	Non-Conforming Use Determination	\$200
Surveyor Fees (Billed by the Assessor's Office)	<b>Title of Fee</b>	<b>Fee</b>
	Preliminary Plat Review	Up to 20 lots: \$300 Over 20 lots: \$300 plus \$25/lot
	Final Plat Review	\$400 plus \$25/lot
	Preliminary and Final Plat reviews that require three (3) or more reviews	\$150/each review after the third
	Development Drawings/Improvement Plan Review	\$210 plus \$10/lot
	Irrigation Verification Inspection	\$25/lot with a \$100 minimum
Appeal Fees	<b>Title of Fee</b>	<b>Fee</b>
	Appeal of an Administrative Decision to the Planning and Zoning Commission	\$300
	Reconsideration of an Administrative Decision from the Planning and Zoning Commission to the Board of County Commissioners	\$300
	Appeal of Planning and Zoning Decision to the Board of County Commissioners	\$300
	Reconsideration of the Board of County Commissioners' Decision	\$300
	<ol style="list-style-type: none"> <li>1. All permits will be charged a \$25.00 technology fee.</li> <li>2. No refunds will be allowed past the seven (7) day period after submittal.</li> <li>3. The County's use of any consultant, surveyor, engineer, or other professional: Fees for the actual cost of work performed or by contracted price</li> <li>4. Amendments to approved Applications will be charged the same amount as the original fee</li> </ol>	

Building &  
Inspection  
Fees

Title of Fee	Fee per sq. ft.
Main floor	\$88
Addition	\$78
Additional Floor	\$39
Basement - Finished	\$20
Framed Garage (attached)	\$16
Carport	\$10
Patio or Deck	\$8
Covered Patio/Porch/Deck	\$10
Foundation only	\$8
Pole Building	\$16
Shop	\$20
Pre-manufactured Shed	\$10
Manufactured Home Setting Permit	\$150 single \$200 double \$250 triple
Move Residence (does not include Setting Fee)	\$250 + SF Foundation
Declaration of Real Property for Manufactured Home if an on site inspection is required	\$100
Floodplain Development Permit	\$150
With No-Rise and/or H&H Analysis	\$300
Agricultural Exempt Siting Permit	\$200
Address/Approach Fee (per address and approach)	\$50 to R&B (Approach) \$50 to P&D (Address)
Plan Review	
Accessory Structure	20% of Permit Fee
Residential Structure	20% of Permit Fee
Commercial Structure	40% of Permit Fee
Additional Plan Review (1hr minimum)	\$50/hr
Re-inspection/hr. (when corrections are not prepared or the site is not ready for inspection)	\$100 after the 2 <sup>nd</sup> failed inspection \$150 after the 3 <sup>rd</sup> failed inspection
Failure to Request Inspection	25% of Permit Fee
Inspection outside of normal business hours (minimum charge of 2 hours)	\$50/hr
Inspections for which no fee is specifically indicated (minimum charge of 2 hours)	\$50/hr
Reinstatement Fee for Expired Building Permit (within current IRC/IBC)	50% of the Original Permit Fee
Reinstatement Fee for Expired Building Permit	New Permit Fee
Living in a structure without a Certificate of Occupancy/Completion	Double the Permit Fee
Construction Board of Appeal Fee	\$300 + publication and mailing

HVAC Fees	Sq. Footage of SFD, Duplex, Townhome	Fee
	Up to 1,500	\$150
	1,501 to 2,500	\$200
	2,501 to 3,500	\$250
	3,501 to 4,500	\$300
	Over 4,500	\$300 + \$50 for each additional 1,000 sq ft.

Mechanical Fees	Type of System	Fee
	New retrofit gas piping with 1 appliance	\$100.00 + \$25 for each additional appliance
	Furnace, A.C, Heat Pump, Fireplace, New HVAC appliance (no new gas piping)	\$75 each
	Minor installation (dryer exhaust, bathroom, kitchen exhaust fans)	\$25 each
	Wood-burning fireplace/pellet stove installation	\$75
	Gas meter re-installation or gas piping change-over	\$50
	Hydronic heating system	\$100
	Manufactured home gas piping / hook-up	\$75
	Commercial	2% Bid Cost (\$200 min.)

1. All permits will be charged a \$25.00 technology fee.
  2. No refunds will be allowed past the seven (7) day period after submittal.
  3. The County's use of any consultant, surveyor, engineer, or other professional: Fees for the actual cost of work performed or by contracted price.
- \*Penalty fees are at the discretion of the Planning & Development Director.

Residential  
Building  
Permit  
Valuation  
Table

Total Valuation	Current Fee
\$1 to \$500	\$16.50
\$501 to \$2,000	\$16.50 for the first \$500.00 plus \$2.20 for each additional \$100.00
\$2,001 to \$25,000	\$49.50 for the first \$2,000.00 plus \$9.90 for each additional \$1,000
\$25,001 to \$50,000	\$277.30 for the first \$25,000.00 plus \$7.15 for each additional \$1,000
\$50,001 to \$100,000	\$455.95 for the first \$50,000.00 plus \$4.95 for each additional \$1,000
\$100,001 to \$500,000	\$762.85 for the first \$100,000.00 plus \$3.85 for each additional \$1,000
\$500,001 to \$1,000,000	\$2,243.45 for the first \$500,000.00 plus \$3.30 for each additional \$1,000
\$1,000,001 to \$5,000,000	\$3,915.45 for the first \$1,000,000.00 plus \$2.20 for each additional \$1,000

Commercial  
Building  
Permit  
Valuation  
Table

Total Valuation	Current Fee
\$1 to \$500	20.00
\$501 to \$2,000	\$20.62 for the first \$500.00 plus \$2.75 for each additional \$100.00
\$2,001 to \$25,000	\$61.90 for the first \$2,000.00 plus \$12.40 for each additional \$1,000
\$25,001 to \$50,000	\$346.60 for the first \$25,000.00 plus \$9.00 for each additional \$1,000
\$50,001 to \$100,000	\$570.00 for the first \$50,000.00 plus \$6.20 for each additional \$1,000
\$100,001 to \$500,000	\$953.50 for the first \$100,000.00 plus \$4.80 for each additional \$1,000
\$500,001 to \$1,000,000	\$2804.50 for the first \$500,000.00 plus \$4.10 for each additional \$1,000
\$1,000,001 to \$5,000,000	\$4894.50 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000

RESOLUTION 2026-18

The Board met to approve and sign Bingham County Resolution 2026-18, a resolution for the destruction of records within the Bingham County Sheriffs Office.

**Decision: Commissioner Jackson moved to approve and sign Bingham County Resolution 2026-18, a resolution for the destruction of records within the Bingham County Sheriffs Office. Commissioner Jensen seconded. All voted in favor. The motion carried and said resolution was approved and signed as follows:**

**BINGHAM COUNTY  
RESOLUTION 2026-18**

**RESOLUTION REGARDING THE DESTRUCTION OF RECORDS  
FOR THE SHERIFFS OFFICE**

**WHEREAS** the Bingham County Sheriffs Office has requested permission to destroy certain records; and

**WHEREAS** the Idaho Code §31-871 empowers the Board of County Commissioners with the responsibility for classifying records for purposes of retention and destruction; and

**WHEREAS** the Sheriffs Office has represented that all records for which destruction is sought pertain to matters which have been concluded for the designated period of time allowed in sections of Idaho Code; and

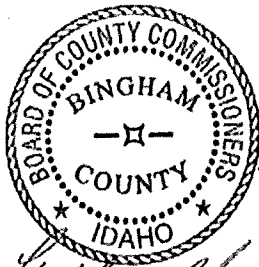
**WHEREAS** none of the records for which destruction is requested are those required to be kept by the County permanently and indefinitely pursuant to I.C. §31-709;

**SHERIFFS OFFICE**


See Attached "Exhibit A"

**THEREFORE**, it is hereby resolved that: The Sheriffs Office files are hereby classified as "temporary," as defined in I.C. §31-871(1)(d). Furthermore, such records may now be destroyed.


**Dated this 6<sup>th</sup> day of March 2026.**




ATTEST:

  
Pamela W. Eckhardt  
Bingham County Clerk

BINGHAM COUNTY COMMISSION

  
Whitney Manwaring, Chairman

  
Eric Jackson, Commissioner

  
Drew Jensen, Commissioner



**BINGHAM COUNTY**

**SHERIFF JEFF GARDNER**

(208) 785-4440  
501 N. MAPLE ST. #405  
BLACKFOOT, ID 83221

County Records Destruction list

March 02, 2026

Bingham County Sheriff's Office Records is requesting approval for destruction of the following items:

- Box 1-2: Pre-1987 Daily Logs
- Box 3-5: Civil Warrant Logs & Cover Sheets
- Box 6-7: Pre 1992 Teletypes
- Box 8: Daily Logs
- Box 9: Dispatch Notebooks
- Box 10: IBT Logs
- Box 11: Pre 1987 Daily Field Activity Reports

Kaitlin Smith  
Records Clerk

KimberLee Arms  
Office Manager

## DISCUSSION & DECISION REGARDING APPROVAL OF POLICY FOR DISPOSAL OF INDIGENT REMAINS

Present: Rod Lilya- Groveland Cemetery  
Chad \_\_\_\_\_ - Groveland Cemetery  
Paul Rogers- County Legal Counsel

The Board met to hold discussion and make a possible decision in regard to a policy pertaining to the disposal of indigent remains.

Chairman Manwaring stated that he spoke with Perry Hawker, Hawker Funeral Home, wherein he advised that there is state code that protects the funeral home but that there had been a funeral home that spread ashes and a family came back to retrieve those ashes. Said funeral home had a lawsuit filed against them.

Chairman Manwaring that he was approached by prior Mayor Loomis years ago, with Grove City Cemetery getting full and the county needed to purchase a plot. This is the same time in which the county was assisting Groveland Cemetery with work, and it was offered to trade the work completed for a few plots to be used for indigent burials.

Discussion was held with regard to different ways to properly dispose of indigent cremains that are unclaimed. Chairman Manwaring stated it is not a bad idea to have the two plots at Groveland Cemetery in case they are needed. Mr. Lilya stated that things could change and that this is really a funeral home issue, not a county issue. The funeral home currently has several cremated remains that were not collected.

Discussion was held in regard to the potential liability that the County and Groveland Cemetery has when it comes two the deposition of the remains. Mr. Lilya stated that Mr. Hawker advised him that per code the deposition of the remains should be handled by the crematory or funeral home and the county should not have any responsibility beyond that and neither should the cemetery.

Mr. Lilya stated that previous work had been conducted by the county for Groveland Cemetery, and it was agreed that the county would receive two burial plots in exchange, which have occurred and those are in the name of Bingham County.

Further research will be conducted in regard to state code and what should occur. After which a meeting will be scheduled for a decision to be made.

## PRIOR APPROVAL FOR PURCHASE- BUILDING MAINTENANCE

Present: Jason Marlow- Facilities Manager

The Board met to hold discussion and make a decision in regard to the submitted prior approval for purchase of Generator Services and Testing Contract. Said purchase is in the amount of \$5,634.00 through Western States for both generators in town, which is to be paid from Fund 01-10-0670-00. This test would occur two times per year and the contract is for a 3-year term.

**Decision: Commissioner Jackson moved to approve the prior approval for purchase of Generator Services and Testing Contract. Said purchase is in the amount of \$5,634.00 through Western States for both generators in town, which is to be paid from Fund 01-10-0670-00. Commissioner Jensen seconded. All voted in favor. The motion carried.**

MEETING TO APPROVE & SIGN THE FINAL PLAT FOR TYLER ESTATES SUBDIVISION

Present: Tiffany Olsen- Planning & Development Director  
Candice Billingsley- HLE

The Board met to approve and sign the Final Plat for Tyler Estates Subdivision.

**Decision: Commissioner Jensen moved to approve and sign the Final Plat for Tyler Estates Subdivision. Commissioner Jackson seconded. All voted in favor. The motion carried.**

MEETING TO SIGN THE FINAL PLAT FOR WILLOWBROOK MEADOWS SUBDIVISION

Present: Tiffany Olsen- Planning & Development Director

The Board met to approve and sign the Final Plat for Willowbrook Meadows Subdivision.

**Decision: Commissioner Jackson moved to approve and sign the Final Plat for Willowbrook Meadows Subdivision. Commissioner Jensen seconded. All voted in favor. The motion carried.**

DISCUSSION & DECISION REGARDING TREE REMOVAL ON THE OLD RIDGESTREET LANDFILL

The Board met to hold Discussion and make a decision in regard to tree removal on the old Ridgestreet Landfill.

Chairman Manwaring stated that he had received contact from a citizen whose property is up against the old Ridgestreet Landfill that were close to falling over and there was extreme concern of the damage that would occur to the citizens home if that were to occur.

There was an estimate provided by Madrigal Enterprises, LLC, for removal of the trees, which was in the amount of \$800.00 and Chairman Manwaring proposed to pay from PILT. Chairman Manwaring stated that the Road and Bridge crew would conduct removal of the trees once they were taken down in order to save on cost.

The Board had no concerns.

**Decision: Commissioner Jensen moved to approve the prior approval for purchase of tree removal in the amount of \$800.00 to be completed by Madrigal Enterprises LLC, to be paid from PILT. The County Road and Bridge crew will conduct cleanup of the tree pieces in order to save on cost. Commissioner Jackson seconded. All voted in favor. The motion carried.**

THE MOTION PASSED TO DISMISS UNTIL MONDAY MARCH 9, 2026

PAMELA W. ECKHARDT, CLERK  
Lindsey Gluch- Commission Clerk-----

WHITNEY MANWARING, CHAIRMAN