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# Commissioners' Agenda

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The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1, Chair), Jeff Hough (District 2), and John Crowder (District 3). The BOCC generally meets twice a week: regular business meetings are on **Tuesdays at 9:00 a.m.** and work sessions are on **Thursdays at 9:15 a.m.** Meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho, unless otherwise noted. During these meetings, the BOCC may: approve contracts, expend funds, hear testimony, make decisions on land use cases and take care of other County matters, and are open to the public.

Times subject to change within 15 minutes of stated time.

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## Tuesday, April 25, 2023

**9:00 AM** Regular Business Meeting (action items)

### **BOARD OF COMMISSIONERS**

**9:00 AM** MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)

**9:05 AM** Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)

**9:10 AM** Ryan Belnap, Human Resources and Risk Management Director, seeking (1) to present a Personnel Policy update, and; (2) a Juvenile Detention Center restructure proposal with potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)

**9:20 AM** Kristi Klauser, Comptroller, regarding (1) discuss prior ARPA reporting; (2) seeking approval and signature on a copier maintenance agreement, and; (3) present review of budget to actual revenue and expenditures for the quarter ending 3/30/2023 to comply with Idaho Code §31-1611 (action item)

**9:30 AM** Shanda Crystal, Chief Procurement Officer, requesting to discuss a recommendation for Bannock County Fairgrounds Pole Barn Request for Proposal (action item)

**9:40 AM** Ratify signature on a letter to Crown Castle (action item)

**9:40 AM** Acceptance of the Bannock County Board of Commissioners Quarterly Jail Inspection report executed on April 18, 2023 per Idaho Code §20-622 (action item)

**RESOLUTIONS AND ORDINANCES (action items):**

**LETTERS AND NOTICES (action items):**

**SIGNATURE ONLY (action items):**

March 2023 Commissioner Proceedings

Partnership Agreement with Family Services Alliance

**CONSENT AGENDA (action items):**

- Manual Checks
- Alcohol Licenses and Catering Permits
- Certificate of Residency Approval
- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Credit Applications
- Independence Day Vendor Agreements
- Technology Forms
- Minutes: Approval of Meeting Minutes for April 7, 11, and 13, 2023, and Certification of Said Minutes

**11:00 AM** Bid Opening for Drug Test RFP (action item)

BANNOCK COUNTY COMMISSIONERS  
624 E. Center St., Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER  
Commissioner  
1st District

JEFF HOUGH  
Commissioner  
2nd District

JOHN CROWDER  
Commissioner  
3rd District

## AGENDA REQUEST FORM

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioner's Office at [208-236-7210](tel:208-236-7210), three to five working days before the meeting.

E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Ryan Belnap, HR Director

Item to be considered/background:

Personnel Policy update and Juvenile Detention Center Staffing restructure proposal (executive session likley)

Date of meeting requested: 2023-04-25

How much time will be needed? 10 minutes

Does this item involve a contract, agreement, external funding application or award acceptance? No

Have all supporting documents been included with this form? Yes

List of attendees:

Ryan Belnap and Seth Scott

Please include any supporting documents with your Agenda Request Form.

Commission Office Only:

Date: 4/25/23 Time \_\_\_\_\_

**\*\*\*Personnel Policy Update\*\*\***  
**Draft of section under consideration**



**Bannock County**  
**Personnel Policy**

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Adopted [DATE] by the Board of Bannock County Commissioners,

amending previous versions dated

June 24, 2015; February 12, 2014; January 27, 2009; and January 9, 2009

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## XII. EMPLOYEE BENEFITS

The County offers a number of employee benefits for full-time regular employees. These benefit offerings are subject to change or termination in the sole discretion of the Board of County Commissioners. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the Board of County Commissioners.

### A. Vacation Leave

- 1. Vacation leave is only available to full-time regular employees.**
- 2. New full-time regular employees will receive 40 hours of vacation leave upon hire and may begin using vacation leave after one month of service.**
3. Vacation leave accrual is based on straight time hours worked or paid time off. Vacation leave does not accrue for any employee on leave without pay or when working overtime. Vacation leave accrues based on length of service at the following rates:

Length of service	Vacation leave accrual per pay period. <b>(Must be in a paid status for at least 56 hours)</b>
Less than 5 years	4 hours
5 years to less than 10 years	5 hours
10 years to less than 15 years	7 hours
15 years to less than 20 years	8 hours
20 years or more	9 hours

4. Vacation leave maximum accrual is 240 hours. Any vacation leave accrued, but not used, during the year in which it accrues will be forfeit, without right of compensation, on December 31 of each year.
5. Vacation leave is to be scheduled with consent of the responsible Elected Official or office/department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected office/departments.
6. Upon separation from employment, unused vacation leave up to the maximum allowed accrual will be compensated by lump-sum payment at the then-current hourly rate.

### B. Sick Leave

1. Sick Leave Usage
  - a. Bannock County offers sick leave benefits to full-time employees. Temporary and part-time employees are not eligible for this benefit.
  - b. Sick leave benefits provide relief to the employee when an illness or injury prevents them from working productively or safely, or when an immediate family member's illness presents no practical alternative for necessary care. Sick leave may be used for preventative health care.

- c. An immediate family member for Bannock County sick leave use includes an employee's spouse, parent, child, sibling, stepparent, grandparent, parent of a spouse, grandparent of a spouse and child. A child refers to a biological, adopted, or foster child. A child also includes a stepchild, a legal ward, or a child or a person standing in the place of a parent. If the need for leave qualifies under the Family Medical Leave Act (FMLA), the county shall recognize any family members as defined under the FMLA.
- d. Sick leave may be used to attend a funeral and for bereavement.
- e. Up to one 1 day of sick leave may be used during the month of the employee's birthday if the employee has at least 80 hours of accumulated sick leave
- f. Sick leave may not be used in lieu of vacation leave if an employee exhausts all vacation leave. In the event an employee exhausts all sick leave accruals, other accruals such as vacation leave and comp time will be used before the employee goes without pay.
- g. In the event a major illness or accident occurs while an employee is taking scheduled vacation leave, the employee may request the vacation time be changed to sick leave. Upon return to work, the employee must make a request in writing, accompanied by a doctor's statement outlining the days the employee was ill and the nature and extent of the illness. This request should be directed to the employee's elected official/department head/supervisor with a copy to payroll in the clerk's auditor's office and to human resources.
- h. Sick leave may not be used for the purpose of advancing the date of resignation, retirement or other predetermined separation or termination of employment from County service.
- i. Use of sick leave under false pretenses is considered violation of policy and is subject to discipline.

## 2. Sick Leave Accrual

- a. Sick leave accrual is based on straight time hours worked or paid time off. Sick leave does not accrue for any employee on leave without pay or when working overtime.
- b. Sick leave accrues at the rate of 4 hours per pay period that the employee reports at least 56 hours of work and paid time off.
- c. Sick leave may accrue to a maximum of **480 hours**. Once an employee reaches the maximum accrual, no additional sick leave will accrue until the employee's accrued hours are reduced below the maximum.

## 3. Sick Leave Requests

- a. Employees shall communicate with their supervisor about the need to use sick leave as soon as reasonably possible to provide minimal disruption to department operations.
- b. Supervisors shall promptly respond to sick leave requests from employees, and make reasonable efforts to accommodate for employee needs.

#### 4. Sick Leave at Separation of Employment

- a. Upon separation, employees will be paid for their accrued sick leave hours at their existing rate of pay as

Accrued sick leave hours paid out	Conditions for employees <b>hired before May 1, 2023</b>
No pay	<ul style="list-style-type: none"> <li>• Dismissal</li> <li>• Job abandonment</li> </ul>
20%	<ul style="list-style-type: none"> <li>• Resignation with 14 days prior written notice</li> </ul>
100% for up to 720 hours	<ul style="list-style-type: none"> <li>• Retire with PERSI retirement eligibility</li> <li>• Upon layoff or reduction in force</li> <li>• Upon death, paid to designated beneficiary for life insurance</li> </ul>

Accrued sick leave hours paid out	Conditions for employee <b>hired on or after May 1, 2023</b>
No pay	<ul style="list-style-type: none"> <li>• Dismissal</li> <li>• Job abandonment</li> <li>• Resignation</li> <li>• Retirement</li> </ul>
100% for up to 480 hours	<ul style="list-style-type: none"> <li>• Upon layoff or reduction in force</li> <li>• Upon death, paid to designated beneficiary for life insurance</li> </ul>

- b. Upon separation, all or part of a leave payout may be deposited into approved optional retirement accounts.

### C. Holidays

Ten paid holidays are provided for full-time and part-time employees. This benefit is not available to temporary and seasonal employees.

Eligible employees receive compensation for that day even though they do not work. Holidays which fall on Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Board of County Commissioners.

When there is a bona fide business need to have an eligible employee work on the holiday a department head may approve:

- a. Observation of the holiday on another day during that week.
- b. The employee may work on the holiday and be paid one and a half times their current hourly rate in lieu of receiving paid holiday leave.

Regardless of the shift schedule during weeks without holidays, departments shall have non-exempt employees work 8 hours per day during weeks with holidays, and the employees shall receive 8 hours of paid holiday leave for the holiday. Exceptions to this holiday schedule policy (such as 10-hour work days with a 10-hour holiday) may only be approved by an Elected Official for bona fide business needs.

#### Paid Holidays:

New Year's Day	January 1
Martin Luther King, Jr./Human Rights Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

### **E. Leaves of Absence**

Up to 30 days of unpaid leave of absence can be granted by the Elected Official for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of 30 days will require written approval of the Board of County Commissioners.

### **F. Benefits for Temporary Employees**

All temporary employees will receive benefits as required by law, including worker's compensation insurance. All other benefits are to be determined in the discretion of the Board of County Commissioners.

### **G. Health Insurance and Other Insurance Coverage Available to Employees**

Health Insurance and other insurance benefits are available to employees and family members in accordance with the terms and conditions of the County's contract for such services. The Human Resource Office should be contacted to learn of enrollment and claims procedures. Other insurance offerings may be available at employee or shared expense.

### **H. Retirement Program Offering**

The County participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI) and with Social Security (FICA). PERSI requires the County to withhold a percentage of an employee's gross salary for pension purposes, and to contribute an additional larger amount on behalf of the employee. Contact the Human Resource Office for further information.

### **I. Transfer of Benefits with Employee Transfer**

Accrued benefits continue when the employee transfers from one office/department to another within the County. However, upon such transfer, the employee is only eligible for those benefits authorized for the particular position and position status. Accrued compensatory time will be paid out at the time of the transfer.

## **J. Miscellaneous Benefits**

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the Board of County Commissioners, that may be available to employees for participation in accordance with the terms of their respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction.
2. Credit union participation.
3. Employee-requested deduction programs.
4. Allowance for uniforms, tools, equipment, etc.
5. Parking privileges.
6. Job related training.

BANNOCK COUNTY COMMISSIONERS  
624 E. Center St., Pocatello, ID 83201  
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ERNIE MOSER  
Commissioner  
1st District

JEFF HOUGH  
Commissioner  
2nd District

JOHN CROWDER  
Commissioner  
3rd District

## AGENDA REQUEST FORM

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Name/Department:

Kristi Klauser, Auditing/Clerk

Item to be considered/background:

1) Discuss prior ARPA expenditure reporting; 2) approve copier maintenance agreement; 3) review budget to actual revenue and expenditures for quarter ending 3/30/23 to comply with IC 31-1611.

Date of meeting requested: 2023-04-25

How much time will be needed? 10 minutes

Does this item involve a contract, agreement, external funding application or award acceptance? Agreement

Have all supporting documents been included with this form? Will be provided by 5PM, 3 working-days prior to meeting

List of attendees:

Please include any supporting documents with your Agenda Request Form.

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ERNIE MOSER  
Commissioner  
1st District

JEFF HOUGH  
Commissioner  
2nd District

TERREL N. TOVEY  
Commissioner  
3rd District

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**Name/Department:**

Shanda Crystal/Chief Procurement Officer

**Item to be considered/background:**

Request to discuss a recommendation for Bannock County Fairgrounds Pole Barn RFP.

**How much time will be needed?**

10 minutes

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Jamie Pehrson

**Please include any supporting documents with your Agenda Session Request Form.**

Commissioner Office Only:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## BANNOCK COUNTY COMMISSIONERS

624 E. Center St., Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER  
Commissioner  
*1st District*

JEFF HOUGH  
Commissioner  
*2nd District*

JOHN CROWDER  
Commissioner  
*3rd District*

April 20, 2023

Crown Castle  
1220 Augusta Drive, Suite 600  
Houston, TX 77057

To Whom It May Concern:

I would like to request that you provide Bannock County Auditing with a copy of our lease with Crown Castle regarding Crown BUN# 821987. Please email the above referenced document to [kristik@bannockcounty.us](mailto:kristik@bannockcounty.us).

Thank you for your assistance with this matter.

Sincerely,

A handwritten signature in blue ink that reads "Hough".

Jeff Hough

Bannock County Commissioner

In the Matter of MARCH 2023 )  
COMMISSIONER PROCEEDINGS )

The following is a synopsis of proceedings, pursuant to Idaho Code §31-819, of the Board of Bannock County Commissioners for March 2023, to wit, of which a complete set of minutes is on file at the Bannock County Clerk's Office, Pocatello, Idaho.

March 1: Planning and Development Council update.

March 2: Approved agenda. Approved Commission report, invoices, and alcohol licenses. Denied D6 mileage reimbursements, and approved Lyft reimbursement. Approved Oneida prosecutor mileage reimbursement. Approved new start date/salary form for public defender. Approved posting RFP for Fairgrounds pole barn. Approved contract with HPC District 4 Rodeo. Approved Armstrong rezone application.

March 6: Executive session – personnel.

March 7: Approved agenda. Approved opioid settlement agreements and Chubbuck facility use agreement for State Tax Commission Training. Approved dark fiber installation quote from Direct Communications for \$11,335 for Safe Teen Assessment Center. Approved coroner position and job posting. Approved reallocation of funds from juvenile facility. Approved exceptional placement salary form. Approved Resolutions 2023-32 and 2023-33. Tax cancellation requests approved, except Money Express. Approved minutes, salary forms, and alcohol licenses.

March 9: Approved agenda, ambulance claims, Commission reports/claims, payroll report, salary forms and reimbursement requests. Declared, by proclamation, March 9 as National Senior Nutrition Program Day. Approved contracts with Best, LLC, ISU ROTC, and Keller Williams for events. Approved CDL incentive program. Approved signature on contract discussed in ES after legal review of state law clause. Approved funding request for Portneuf Soil and Water Conservation District. Approved grant application proposals for Ninemile Phase 2 and Big Onion fuels reduction projects. Approved waiving plan review fee. Approved Juvenile Probation grant application for Substance Abuse Block Grant. Approved contracts with surveyors.

March 14: Approved the agenda. Approved appointment of Allen as SAM.gov entity administrator. Approved Resolutions 2023-35 and 2023-36. Approved Assessor tax cancellation request and cancellation of late fee and interest for LA Semiconductor. Approved alcohol licenses and minutes.

March 16: Approved amended agenda, ambulance claims, Commissioner report, invoices, and salary forms. Approved contracts for District 8 Rodeo, Mike Johnson Vegas Tuffest Qualifier, and Idaho Junior Rodeo. Approved BC logo for sponsorship use. Approved website privacy policy.

March 21: Approved agenda. Approved indigent case number 20230014. Approved canvass of votes. Approved MOU for Integrated Public Alert Warning System (IPAWS) access by cities. Approved contract with Realtor's Association after striking through the indemnification clause. Approved Snake River Doodles contract for a petting zoo at the Independence Day Celebration upon verbal approval of Director. Approved Resolution Numbers 2023-34, 37, 38 and 39. Approved tax cancellation requests. Approved agreement with East Idaho Radio for advertisement for hazardous waste days. Approved February 2023 Commissioner Proceedings for publication. Approved minutes.

Executive session for personnel.

March 22: Arimo Community Engagement.

March 23: Approved agenda, credit application, salary forms, and alcohol licenses. Approved additional \$15,000 for sewer line at Safe Teen Assessment Center. Approved advertising contract with Affinity for \$1,000. Approved releasing requests for services for Cottonwood and Smith Gulch fire reduction projects. Approved moving forward to apply for BLM Good

Neighbor Authority grant. Approved 1095-C report and payment. Approved updated opioid settlement forms. Approved award of grant for forensic pathology center. Approved contract with Contract West Roofing for \$943,000 for Detention Center roof.

March 24: Executive session – contract.

March 28: Approved agenda. Approved law enforcement contract with Forest Service. Approved case numbers 20230015 and 20230016. Approved ARPA expenditure reporting. Approved boiler equipment requests with funding determination through auditing. Approved easement for Sixth Street vacation. Approved license agreement with School District for Field of Heroes. Approved Resolution 2023-40. Approved Chubbuck City Hall facility use agreement. Approved consent agenda. Approved public defender salary form.

March 30: Approved agenda, Ambulance claims, Commission Report/invoices, mileage, salary forms, and residency claims. Approved applying for domestic violence grant.

#### BOARD OF BANNOCK COUNTY COMMISSIONERS

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Ernie Moser, Chair

---

Jeff Hough, Member

---

John Crowder, Member

Attest: \_\_\_\_\_  
Jason C. Dixon, Clerk  
Published: April 29, 2023

**BANNOCK COUNTY COMMISSIONERS**  
624 E. Center St., Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 232-7363

ERNIE MOSER    JEFF HOUGH    JOHN CROWDER  
Commissioner    Commissioner    Commissioner  
1st District    2nd District    3rd District



## Partnership Agreement

WHEREAS, **Bannock County** and **Family Services Alliance of Southeast Idaho** have come together to collaborate and to make an application for Improving Criminal Justice Responses (ICJR) to Domestic Violence, Sexual Assault, and Stalking Grant Program; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which **Bannock County** will be the lead agency and named applicant and the other agency will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative using information obtained during the planning year outlined in the FY 2023 ICJR Application; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office on Violence Against Women on or before April 27, 2023.

### I) Partner Agency Information; Roles & Responsibilities; and Contributions

**Bannock County** Commission is the elected governing body for Bannock County. The Commission is the oversight board who provides funding for the Bannock County Courthouse and makes financial decisions for all areas under Bannock County authority. The Commission is responsible for approving all grant funded projects for the County. The Commission has been a longtime ally of efforts to address domestic violence, sexual assault, and stalking in the Pocatello community and Bannock County. The Bannock County Domestic Violence Court (DVC) has been operational since 2006. This court is an integrated domestic violence court, presiding over civil protection order cases, divorce and custody cases, and criminal misdemeanor domestic violence cases in Bannock County. The DVC is responsible for hearing all misdemeanor cases regarding domestic violence and stalking; and provides equal access to justice, promotes excellence in service, and increases the public's trust and confidence in the Idaho

courts. The Bannock County Domestic Violence Court is committed to shared leadership and responsibility in this grant proposal for Bannock County. The Bannock County DVC Implementation and Oversight Team was established in 2006. Team members worked together to establish written eligibility standards, policies, and procedures for the DVC. The DVC Oversight Team currently meets every other month to review DVC procedures, identify gaps, and address challenges. The DVC Oversight Team includes: the presiding DVC Judge, Trial Court Administrator, the DVC Coordinator, Family Court Services Manager, City and County Prosecuting Attorney's Offices, Adult Misdemeanor Probation, local victim advocacy agency, law enforcement, court clerks, court security staff, City and County Victim Witness Coordinators, and public defender. The presiding DVC Judge and the DVC Coordinator oversee the Bannock County DVC Oversight Team. The DVC Coordinator and the High-Risk Team Coordinator oversee the weekly High-Risk Offender Treatment Team meetings and attend both the DVC Oversight Team meetings and weekly review hearings for offenders.

**Family Services Alliance of Southeast Idaho (FSA)** was founded as a grassroots organization in 1922 and became a formal organization in 1974 in Bannock County. FSA is the primary victim services agency in Bannock County and meets all State of Idaho standards for domestic violence, sexual assault, and shelter programs. FSA provides confidential and comprehensive direct client services to victims of domestic violence, rape/sexual assault, and stalking including: a 24 hour crisis hotline, victim advocacy, crisis intervention, prevention education, public awareness, counseling, shelter, support groups for abuse survivors, and community training. FSA currently provides victim advocacy and court accompaniment to many of the civil protection order hearings and DVC review hearings. The advocates provide resources and referrals to community resources as well as, provide counseling referrals both with agency counselors and other local counselors, provide safety planning classes, and provide other resources and services to victims of domestic violence involved in the court system. The advocates have had a presence on the DVC Oversight Team and attend weekly high-risk offender treatment team meetings. FSA advocacy collaboration with the DVC has increased education and awareness within the court and with others on the team about the issues that victims face and has ensured that victims' perspectives are consistently voiced. FSA currently serves on the Bannock County DVC Oversight Team as well as participates in and attends weekly staffing of Bannock County DVC review hearings.

**Bannock County and FSA** agree that they will act as a resource for the others and that they will work collaboratively to achieve the stated project goals in the Grant Narrative.

**Bannock County and FSA** agree that the individuals named below will be responsible for planning, developing, enhancing, and implementing their respective agencies' activities outlined in the Grant Narrative.

**Bannock County** is the primary applicant and will have the oversight under the grant. Bannock County will be responsible for the collection and maintenance of data that measures the effectiveness of the grant-funded activities and the grant progress and financial reporting submitted to the Grants Management System. Bannock County's roles and responsibilities towards this grant include: participating in the hiring and supervision of grant supported staff and organizing OVW and regional travel for trainings. The Trial Court Administrator (TCA) will continue to maintain oversight of the DVC. The TCA is responsible for budget oversight and communicating with elected officials regarding budget requests, and as necessary, administrative and management issues. The presiding Judge will continue to provide overall leadership for the DVC and to the DVC Oversight Team. The DVC Coordinator will continue to coordinate activities of the DVC and support members of the DVC Oversight Team. The DVC Coordinator, employed by Bannock County, will act as the site coordinator for the grant.

**Bannock County** will continue to provide a DVC Coordinator to coordinate the activities of the DVC and act as the site coordinator for the grant, as well as provide the management of the grant. Bannock County will also continue to provide office space for grant supported staff. The Bannock County Commission will provide auditing support staff to assist in the financial monitoring and reporting of grant activities.

**Family Services Alliance of Southeast Idaho (FSA)** supports the project goals stated in the Grant Narrative. FSA will attend and participate in DVC trainings. FSA agrees to continue to assign a victim advocate to the DVC. The advocate will attend all DVC hearings, both civil and criminal, and provide on-site victim advocacy, crisis intervention, and case management services to victims involved in DVC. FSA will also continue to participate in the DVC Oversight Team and attend the weekly High Risk Offender Treatment Team meeting and the weekly DVC review hearings for offenders.

**Family Services Alliance** will continue to provide office space for the victim advocates.

The Bannock County Commission, Bannock County DVC, and the Director of Family Services Alliance of Southeast Idaho, as well as the Trial Court Administrator; were all involved in the development of this application process, including the budget and the goals, objectives, and grant activities stated in the Grant Narrative.

**II) Timeline**

The roles and responsibilities described above are contingent on **Bannock County** receiving funds requested for the project described in the OVW grant application. Responsibilities under this Application Partnership Agreement would coincide with the grant period, anticipated to be **10/01/2023** through **09/30/2026**.

**III) Commitment to Partnership**

1) The collaboration service area **includes the Sixth Judicial District, with a primary focus on Bannock County**. Bannock County is comprised of 88,263 residents from seven (7) separate cities. The Sixth Judicial District makes up 7,276 square miles with a total population of 127,053 which is comprised of six counties (Bannock, Bear Lake, Caribou, Franklin, Oneida and Power) and borders two different states.

2) The partners agree to collaborate and provide a **victim advocate to the DVC**. The advocate **will attend all DVC hearings, both civil and criminal, and provide on-site victim advocacy, crisis intervention, and case management services to victims involved in DVC** pursuant to the Grant Narrative of the application attached to this agreement.

3) Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached OVW budget detail worksheet.

4) We, the undersigned have read and agree with this Application Partnership Agreement. Further, we have reviewed the proposed project and approve it.

By \_\_\_\_\_ Date \_\_\_\_\_  
**Lead Agency Authorized Official**  
**Ernie Moser**  
**Chairman, Board of Bannock County Commissioners**

By \_\_\_\_\_ Date \_\_\_\_\_  
**Required Partner**  
**Sarah O'Banion**  
**Director, Family Services Alliance of Southeast Idaho**

**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of April 7, 11 and 13, 2023, as approved during the meeting of April 25, 2023.

**BOARD OF BANNOCK COUNTY COMMISSIONERS**

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Ernie Moser, Chair

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Jeff Hough, Member

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John Crowder, Member

ATTEST:

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Jason C. Dixon, Clerk



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Friday, April 7, 2023
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Attorney Brian Trammell, Comptroller Kristi Klauser, HR Director Ryan Belnap, and Chief of Staff Braeden Clayson (9:16 am).

### Agenda Details

#### AGENDA

1	<p>Meeting to approve claims with Executive Session under Idaho Code §74-206 (1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (action item)</p> <p>Agenda:</p> <ul style="list-style-type: none"> <li>• Board of Ambulance District: Invoices and Commissioner Report</li> <li>• Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>• Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>• Alcohol Licenses and Permits</li> <li>• Mileage Reimbursement Requests</li> <li>• Technology Request Form</li> <li>• Memorandum Authorization for Accounts Payable</li> <li>• Cardholder User Agreement and Authorization</li> </ul> <p>Work Session (Potential Action Items)</p> <p>Agenda:</p>
2	<ul style="list-style-type: none"> <li>• Scott Crowther, Business Manager and Event Director, regarding (1) signature on BCRA contract; (2) conversation about Indoor Arena Fire Suppression, and; (3) Amphitheater Contract discussion with possible Executive Session under Idaho Code §74-206 (1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school students, and/or §74-206 (1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations with potential action following adjournment of Executive Session (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Buddy Romriell, Assistant Public Works Director, discussion about Senior Mechanic Reclassification and Seasonal Help Step Placement (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Dave Martinez, Public Defender, seeking (1) to follow-up on a discussion pertaining to stipends for the Public Defender's office, with possible Executive Session under Idaho Code §74-206(1)(a) and (b) regarding personnel with potential action following adjournment of Executive Session, and; (2) conversation about a salary rate approval form (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Ryan Belnap, Human Resources and Risk Management, seeking to discuss the procedure for administrative leave (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Shanda Crystal, Chief Procurement Officer, seeking to discuss a procurement update (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Braeden Clayson, Chief of Staff, seeking signature on Modification of Grant or Agreement U.S. Forest Service (action item)</li> </ul>

8	• Broadband discussion (action item)
9	Bid Opening Forensic Pathology Center Architectural Services (action item)

## Meeting Notes

- 1 9:00 AM Moser called the meeting to order. Hough moved to accept the agenda and enter into the Ambulance District. The motion passed. Hough moved to approve the ambulance invoices and exit the Board of Ambulance. The motion passed. Hough moved to approve the reports and invoices. The motion passed. Hough moved to approve the liquor license. The motion passed.
- 2 9:35 AM Melanie Williams appeared on behalf of the BCRA. Crowther shared the BCRA does barrel racing events and has been at the facility for several years. BCRA would like to help make the arena better by training staff on arena prep, and running a fundraiser to fix items. Verbiage needs changed for clarity regarding who is providing training. Hough moved to approve the BCRA contract. The motion passed. 9:43 AM Chase Clark, Building Official, also appeared. Clark explained now is an opportunity to switch out the dry pipe system with a manual system. He believes there is an exemption in the code book. There will need to be a designated no parking space. There is some existing infrastructure, looking at drawings, may be able to submit shop drawings. Electrical, smoke detection, pull down alarms, rather than sprinkler. Discussion on existing infrastructure, shop drawings, electrical, smoke detection, alarms, public numbers, exit door size, and timeline. Moser requested costs. 9:50 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(b). The motion passed by roll call vote. Trammell pointed out the need to be under (e) as well. Hough's motion was so amended. 9:55 AM Hough moved to exit executive session. The motion passed. Hough moved to approve the contracts. The motion passed.
- 3 10:00 AM Public Works Director Kiel Burmester also appeared. Romriell would like to reclassify an employee for retention and explained justifications. Positions have been open for a great length of time with few applications and minimal experience. Funding is available. Discussion ensued on mid-year changes, personnel loss, experience, and retention. Moser would like to see the justification data, such as the potential cost savings without using CAT for repairs, staff loss numbers, duties, and training of new staff. 10:10 AM Romriell explained that noxious weed and mosquito seasonal operators now are required to be with a licensed applicator. Our fogger has never been licensed. It has been challenging to hire people, let alone hire for a seasonal position with a license. They have been looking at incentives for hiring someone with a license or to entice someone to come back. Licensing is free and takes a month or less. Discussions ensued on license requirements and working night shifts. The Board would like to see proposed step, number of employees, and actual costs. Klauser explained there are funds for extra help and paying higher wages equates to less hours.
- 4 10:18 AM Martinez addressed questions on a salary form and expressed it is not a new position. Hough moved to approve the salary form with an effective start date of April 10. The motion passed. 10:22 AM Martinez submitted a proposal for stipends for staff. Martinez reported that the governor signed the bill for public defense. The request would address the equity issue between the Prosecutor staff and Public Defender staff and maintain morale. The majority of funds are available due to positions not hired. Klauser suggested the funding available in juvenile facility. The Board discussed keeping Martinez equal with the Prosecutor. Hough moved to accept the request as presented excluding the director. The motion passed.
- 5 9:05 AM Belnap reviewed a standard procedure for administrative leave was drafted and requested guidance or suggestions. Hough moved to approve Chapter 11 of the Standard Operating Procedures for administrative leave as presented. The motion passed.
- 6 10:33 AM Crystal gave an update on procurement projects.
- 7 10:40 AM Clayson presented the Forest Service modification agreement for signature for snow plowing. Hough moved to approve the snow plow contract. The motion passed.

8 9:09 AM Brooke Allen from Direct Communications and Kevin Griffith and Andrew Heaton from Tekniam appeared. Hough reviewed a proposal for broadband installation in Inkom, McCammon and Buckskin areas. A survey showed people are using phones for internet. Wireless service is proposed for the Pocatello Creek area. The State of Idaho has a grant opportunity.

9:12 AM Allen shared a proposed project to lay 29.6 miles of fiber over Buckskin into McCammon and provide broadband to 175 homes. The project would allow future access to an additional 400 homes. Allen reviewed speeds and benefits of fiber. He is seeking a match from the County around \$850,000-\$1 million.

9:15 AM Hough explained the idea, if the County participates, that the pipe is big enough to hold other providers to leave room for competition. The County would own the pipe, but not the fiber.

9:15 AM Griffith reviewed the proposal going up Hoot Owl and North Parks with wireless service capable of providing density and reach unlike other options. Andrew reviewed the product will provide up to a mile of service around each device. The devices can cover up to 100 people online at a time. Citizens can be connected in weeks rather than years. Tekniam provides infrastructure and not service.

9:20 AM Discussions ensued on partnering, competition, and the grant dates.

9:25 AM The total project would be about \$9.5 million. The grant request would be for the total cost minus match with equal matches from the provider and County. There would be 240 homes connected on the initial build and open to additional 400 homes for the south project. The homes are qualified as underserved. The Hoot Owl project would connect about 100-150 homes. Crowder calculated the cost to be over \$4,000 per home.

9 11:00 AM Moser reviewed the bid solicitation for architectural RFQ's for the Forensic Pathology Center. Crystal released the responses. Hough reviewed submissions received from:

Booth Architecture;  
CSHQA; and  
Lombard Conrad Architects.

The committee will review the submissions and bring back recommendations.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved agenda, ambulance claims, Commission claims/invoices and alcohol licenses.	Auditing
Approved BCRA contract.	Parks & Rec
Gather costs of manual fire system for covered arena.	Building Official/Parks & Rec
Entered executive session.	n/a
Approved event contracts.	Park & Rec
Prepare justification data for reclassification request and proposed seasonal staff changes.	Public Works
Approved PD salary form.	Auditing/HR
Approved PD staff stipends.	Auditing/HR
Approved SOP Chapter 11 regarding administrative leave.	HR
Approved snow plowing contract with Forest Service.	Commission Staff



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Tuesday, April 11, 2023
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Chief of Staff Braeden Clayson, HR Director Ryan Belnap, and Attorney Brian Trammell

### Agenda Details

AGENDA	
1	Regular Business Meeting (action items)
	<b>BOARD OF COMMISSIONERS</b>
	MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
3	Shantal Laulu, Indigent, seeking signature on Addendum #6 to the Agreement with Rehabilitative Health Services for the South East Idaho Behavioral Crisis Center (action item)
4	Tony Manu, Sheriff, regarding signature on Agreement to Provide Law Enforcement Protection for Pocatello – Chubbuck School District 25 (action item)
5	Heather Studley, GIS, signature on Master Services Agreement with Eagleview (action item)
6	Ratify signature on Pump Rental with Rain for Rent (action item)
7	Kristi Klauser, Comptroller, presenting, for approval, the Unemployment Report for the first Quarter of Fiscal Year 2023. This may require an Executive Session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in <a href="#">chapter 1, title 74</a> , Idaho Code with potential action following adjournment of the Executive Session (action item)
8	Broadband Discussion (action item)
9	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution No. 2023-41 Authorization to Order and Reallocate Funds (this is to correct a resolution number 2023-36 signed April 4, 2023)
10	<b>SIGNATURE ONLY (action items):</b> Tax Cancellation Request Memo to award Deputy Handgun and Badge upon retirement Standard Operating Procedure
11	<b>CONSENT AGENDA (action items):</b> <ul style="list-style-type: none"> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Technology Forms</li> <li>Minutes: Approval of Meeting Minutes for March 23 and 24, 2023, and Certification of Said Minutes</li> </ul>
12	Bid Opening – Pole Barn and Detention Center Cleaning Chemicals (action items)

13 Tour of McCammon Landfill – this tour will take place at 2687 McCammon Landfill Road, McCammon, Idaho

## Meeting Notes

- 1 8:58 AM Moser called the meeting to order and shared the broadband discussion is cancelled. Hough moved to approve the agenda. The motion passed.
- 2 No indigent business.
- 3 8:59 AM Braeden Clayson and Matt Hardin appeared. Clayson reviewed the amendment to the contract for the crisis center for an extension of time that corresponds with the State's contract. Hough moved to accept the amendment. The motion passed.
- 4 9:00 AM Captain Andy Iverson also appeared. Manu is seeking signature on a contract with the school district for law enforcement at graduation ceremonies. Iverson shared the details and coverage. Discussion ensued on alerts, handicap parking, and bussing from the south parking lot. Hough moved to approve the security contact with School District 25. The motion passed.
- 5 9:12 AM Studley reviewed the contract is for six years, includes three flyovers, and yearly payments for budgeting ease. The imagery was reviewed, quality, department/entity use, comparison to Google maps, Cityworks and Spillman integration, and online access. Hough moved to approve the Eagleview contract as presented. The motion passed.
- 6 9:25 AM The Landfill rented a pump for emergent water issues. The agreement needs ratified. Hough moved to approve the rental agreement with Rain for Rent. The motion passed.
- 7 9:26 AM Klauser submitted the first quarter unemployment report. 9:27 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(d) to consider exempt records. The motion passed by roll call vote. 9:32 AM Hough moved to exit executive session. The motion passed.
- 8 Broadband discussion cancelled.
- 9 9:35 AM Moser reviewed a corrected resolution from last week. Hough moved to approve the updated Resolution 2023-41. The motion passed.
- 10 9:33 AM Hough moved to approve the tax cancellation. The motion passed. Hough moved to approve the awarding of badge and firearm. The motion passed. Hough moved to approve the update of Chapter 11 for administrative leave. The motion passed.
- 11 9:36 AM The consent agenda included salary forms, certificate of residency and minutes. Hough moved to approve the consent agenda. The motion passed.
- 12 11:00 AM Moser reviewed the solicitation for detention center chemicals. Crystal explained this is an informal bid and there will not be a total cost as there could be alternatives. Hough read the following respondents:  
BradyIFS; and  
Gem State Paper & Supply Co.  
Hough moved to accept the bids and take them under advisement. The motion passed.  
  
11:04 AM Moser reviewed the solicitation for the pole barn. Crystal released the sealed bids. Hough read the following respondents:  
Morton Buildings - \$192,735; and  
RS Jobber Inc. - \$185,900.  
Hough moved to accept the bids for evaluation as submitted. The motion passed.

13 1:39 PM The Board toured the McCammon Landfill. Public Works Director and Assistant Director, Kiel Burmester and Buddy Romriell showed the group around. Items discussed included staffing, coverage, tonnage, recycling, charges, acreage, buried garbage, regulatory issues, remediation, unfunded mandates and leasing ground from the railroad.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved agenda.	n/a
Approved crisis center contract amendment to extend time.	Commission Staff/Clerk
Approved law enforcement contract for school graduations.	Sheriff
Approved Eagleview contract for aerial imagery.	GIS
Approved pump rental with Rain for Rent.	Public Works
Executive session – records.	n/a
Approved Resolution 2023-41.	Commission Staff
Approved tax cancellations.	Assessor/Treasurer/Legal
Approved retirement award of badge/firearm.	Sheriff/Auditing
Approved SOP Chapter 11 for administrative leave.	HR
Approved consent agenda with salary forms, residency, and minutes.	Auditing/Clerk
Accepted bids for detention center chemicals for review.	Procurement/Sheriff
Accepted bids for pole barn for evaluation.	Procurement/Fair Board



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Thursday, April 13, 2023
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Brian Trammell, HR Director Ryan Belnap, and Chief of Staff Braeden Clayson

### Agenda Details

#### AGENDA

1	Meeting to approve claims with Executive Session under Idaho Code §74-206 (1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)  Agenda: <ul style="list-style-type: none"><li>• Board of Ambulance District: Invoices and Commissioner Report</li><li>• Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li><li>• Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li><li>• Alcohol Licenses and Permits</li><li>• Mileage Reimbursement Requests</li><li>• Technology Request Form</li><li>• Memorandum Authorization for Accounts Payable</li><li>• Cardholder User Agreement and Authorization</li></ul>
	Work Session (Potential Action Items)
	Agenda: <ul style="list-style-type: none"><li>• Daniel Kendall, Facilities, seeking consideration and potential signature on two lawn maintenance contracts (action item)</li></ul>
2	<ul style="list-style-type: none"><li>• Daniel Kendall, Facilities, seeking consideration and potential signature on two lawn maintenance contracts (action item)</li></ul>
3	<ul style="list-style-type: none"><li>• Scott Crowther, Business Manager and Event Director, seeking signature on a contract for the Children's Mental Health Awareness Wellness Wiggle (action item)</li></ul>
4	<ul style="list-style-type: none"><li>• Tristan Bourquin and Chase Clark, Planning and Development, seeking a discussion pertaining to funding sources for the implementation of CityWorks (action item)</li></ul>
5	<ul style="list-style-type: none"><li>• Charity Staggs, SICOG, seeking approval and signature on the Bureau of Land Management Good Neighbor Authority Grant Application (action item)</li></ul>
6	<ul style="list-style-type: none"><li>• Emma Iannaccone, Public Information Officer, providing a web/social/email analytics update (action item)</li></ul>
7	<ul style="list-style-type: none"><li>• Ryan Belnap, Human Resources and Risk Management Director, requesting to review and approval of an update of the Personnel Policy (action item)</li></ul>

### Meeting Notes

- Claims 9:01 AM Moser shared that the HR discussion will be tabled. Hough moved to accept the amended agenda. The motion passed. Questions were addressed on Power County claims, insurance claim, Century Link claim, credit applications, and jury mileage. Hough moved to approve the salary forms, Commission

Report and credit application. The motion passed. Hough moved to approve the invoices. The motion passed. 9:12 AM Moser exited.

- 2 9:12 AM Maintenance Technician Ashley Ford appeared and reviewed the lawn mowing contract is for the jail and other county buildings. Staff will not have enough time and, therefore, the budgeted equipment will not need purchased. Klauser shared the equipment is budgeted in PILT. Crowder moved to accept the lawn mower contracts and authorize the acting chair to sign. The motion passed.
- 3 9:15 AM Victoria Bird from the Region VI Behavioral Health Board reviewed the annual Wellness Wiggle event. Crowther reviewed the fee waiver request and facility usage. Crowder moved to approve the agreement. The motion passed.
- 4 9:18 AM Bourquin requested looking for funds for Cityworks implementation. The past implementation process was reviewed and there is a budget shortage of \$30,000 for the current fiscal year. Klauser gave options of using the last of the juvenile facilities funds or the unused funds in PILT from the historical roof. Klauser recommended using the juvenile facilities funds. Bourquin explained a benefit of the program is the compatibility with GIS. Crowder moved to approve the funds identified by the Comptroller to continue the Cityworks implementation. The motion passed.
- 5 9:23 AM Staggs reviewed the grant application for two fuels reductions projects that are listed in the CWPP. The project contained in the intent form has been changed. Questions were addressed on the Ninemile project. This application does not impact the current bids for fuels reduction projects. Crowder moved to approve the grant application and authorize signature as presented. The motion passed. The motion was amended to authorize electronic submission. The motion passed.
- 6 9:28 AM Iannacone gave an update on social media digital analytics. Questions arose on interns and growing email contacts. Sign-ups for AlertSense and scam notifications were reviewed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda, Commission Report, salary forms, credit application, and invoices.	Auditing
Approved lawn mowing contracts with Mountain Shadow Landscaping and Blue Earth LLC.	Maintenance
Approved contract for Annual Wellness Wiggle.	Parks & Rec
Approved \$30,000 from the juvenile facilities funds for Cityworks implementation.	Planning/Auditing
Approved grant application for BLM Good Neighbor grant for fuels reduction projects.	Grant Team/Emergency Management