



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	January 4, 2024
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, Comptroller Kristi Klauser, Attorney Brian Trammell, HR Director Ryan Belnap, and (9:47 AM) Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	<p>Claims Meeting (action item)</p> <p>Agenda:</p> <ul style="list-style-type: none"> • Board of Ambulance District: Invoices and Commissioner Report • Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications • 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 • Payroll Report • Alcohol Licenses and Permits • Certificate of Residency Approval • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization
	<p>Work Session (potential action items)</p> <p>Agenda:</p>
2	<p>BOARD OF AMBULANCE DISTRICT</p> <ul style="list-style-type: none"> • Nancy Allen, Administrative Manager, seeking signature on grant award for State of Idaho Subgrant Number HC4741 for EMS equipment for Bannock County Ambulance District (requested 5 minutes) (action item)
3	<p>BOARD OF COUNTY COMMISSIONERS</p> <ul style="list-style-type: none"> • Nancy Allen, Administrative Manager, seeking signature on grant award for State of Idaho Subgrant Number HC4743 for EMS equipment for Bannock County Sheriff's Search and Rescue (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Ryan Belnap, Human Resources and Risk Management Director, seeking signature on a Memo requesting to dispose of revolving cabinets (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, seeking to discuss (1) an invoice for architecture and civil engineering for 6th Street, and; (2) signature on PACE/Tyler Training (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • Jason Dye, Trial Court Administrator, regarding approval of cleaning contract for D6 Treatment Facilities (requested 10 minutes) (action item)
7	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, regarding (1) recommendation to award the Family Specialist Services Request for Proposal, and; (2) providing a procurement update (requested 5 minutes) (action item)

8	<ul style="list-style-type: none"> Anita Hymas, Assessor, seeking to discuss an issue pertaining to parcel RPPOC242000 (requested 15 minutes) (action item)
9	<ul style="list-style-type: none"> Josh Ellis seeking to discuss Ellis Estates Subdivision (requested 20 minutes) (action item)
10	<ul style="list-style-type: none"> Signature on Public Hearing notice (action item)

Meeting Notes

- 1 9:00 AM Moser called the meeting to order. 9:05 AM Hough moved to approve the invoices and credit application. The motion passed. Hough moved to approve the salary forms. The motion passed.
- 2 9:00 AM Hough moved to enter into the Board of Ambulance. The motion passed. Hough moved to approve reimbursements. The motion passed. Fire Chief Ryan O’Hearn appeared and requested acceptance of the grant award for \$16,000 for a LUCAS chest compression device. The cost is over \$25,000 which will require a match of about \$9,000. Klauser requested the PO to be approved through signature only after the state signs the agreement and explained funding is available in capital to cover the match. There will be a security interest from the state for five years. Hough moved to authorize the grant acceptance and signature on the PO when it comes back. The motion passed. Hough moved to exit the Board of Ambulance. The motion passed.
- 3 9:06 AM Allen explained the grant award for extrication equipment for Search and Rescue and the match was budgeted for. Hough moved to accept the grant for Search and Rescue. The motion passed.
- 4 9:07 AM Belnap requested disposal of filing cabinets that have been offered to other departments. The plan is to take them apart and recycle them. Hough moved to authorize disposal of the filing cabinets. The motion passed.
- 5 9:09 AM Klauser received an invoice for architectural services for 6th Street and the entry way. The project was approved at \$20,000 for both architectural and engineering, but this is \$22,504 and only includes architectural. She is requesting approval to pay from ARPA and future engineering as well. Hough moved to authorize payment of the invoice and authorize payment of the engineering invoice when it comes in. The motion passed.
9:12 AM Klauser reviewed the Tyler Technologies Pace program for remote training sessions and annual training. Hough moved to approve the Tyler remote training contract. The motion passed.
- 6 9:15 AM Facilities Director Dan Kendall and Maintenance Technician Ashley Ford also appeared. Dye reviewed two bids for a cleaning contract at D6. Ford had not been involved in discussions for this contract and should be the contact. Hough moved to approve the contract with Versatile Cleaning. The motion passed.
- 7 9:18 AM Crystal reviewed the Family Specialist Services bid with one proposal that was evaluated and recommended awarding the bid to Cognitive Restructuring. Hough moved to accept the bid from Cognitive Restructuring LLC and move forward with contract. The motion passed.
9:21 AM Crystal gave an update on procurement projects.
- 8 9:22 AM Treasurer Jennifer Clark and Chief Deputy Assessor Randy Hobson also appeared. Hymas reviewed the 2022 market value was put on the books. The site was visited, but the building was not entered. The paint was updated, and staff made a judgment call. The parcel owner came to the office in December after receiving the tax bill. He claimed he submitted a paper in June, but the office cannot find anything. The parcel has been looked at and errors were found. The value was reduced to \$277,871 for 2023. Hymas proposed to make a letter of cancellation due to errors for the 2022 value. Clark disclosed he has been in and asked questions and efforts have been made to correct the value. Moser pointed out he did not go through BOE, which is the process for correction. The proposal would cancel \$397,776 in value, which would be approximately \$4,859 in taxes for 2022.
9:27 AM Discussion ensued on delinquency and amounts due.

9:30 AM Mathew Spencer appeared. Moser questioned why he did not go to BOE and Spencer explained he dropped paperwork off across street. Hymas and Clark reported that Spencer has inquired and has been making an effort for corrections. Hough moved on parcel RPPOC242000 to accept the Assessor's request for a tax cancellation for 2022 of \$4,859 and to waive penalties and interest for 2022 and 2023. The motion passed.

- 9 9:33 AM Josh Ellis appeared. Trammell questioned attorney representation, which he represents himself. Assistant Planning Director Tristan Bourquin and Planner Alisse Foster also appeared. Ellis explained he had called Planning to see what was allowed and the best way to go forward for a subdivision. He met with county staff, reviewed lots, and worked toward a minor land division first.

9:40 AM Bourquin shared Ellis's final plat submitted meets open space, but the new proposal will not meet the current requirements. During the process on his application, the ordinance requirements changed. Ellis already had contracts in place. Ellis explained another subdivision was allowed to move forward under the prior ordinance. He was not notified of an upcoming ordinance change, work was in the pipeline, and he was doing what staff directed. Bourquin reported that the plan does meet the old interpretation of open space, but his minor land division was recorded in June 2022, and the predevelopment plan was not submitted in time for the change by April 2022.

9:48 AM Foster reported there are several people with minor land divisions that have been in talks for five years. There were 10-12 projects in place during this timeframe and maybe a handful left. Hough would like another discussion to allow for clarification with staff.

- 10 9:52 AM Hough moved to approve the public hearing notice for January 23 for a zoning change. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, credit application, and salary forms.	Auditing
Approved entry/exit Board of Ambulance, reimbursements, and EMSAVES grant award.	Auditing/Grant Team/Ambulance
Approved EMSAVES grant award for Search and Rescue.	S&R/Grant Team
Approved disposal of HR filing cabinets.	HR/Auditing
Approved increased architectural and engineering fees for 6 th Street to be paid from ARPA.	Auditing
Approved Tyler remote training contract.	Auditing
Approved cleaning contract with Versatile Cleaning for D6.	D6
Approved awarding Family Specialist Services bid to Cognitive Restructuring LLC.	Procurement/DV Court
Approved cancelling a portion of 2022 taxes and waiving penalties and interest for 2022 and 2023 for parcel RPPOC242000.	Treasurer/Assessor
Reschedule Ellis subdivision discussion.	Staff/Planning
Approved public hearing notice for zoning change.	Clerk