



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, January 11, 2024
Commissioners present:	Ernie Moser and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Brian Trammell, and Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	<p>Claims Meeting (action item) 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) Agenda:</p>
2	<p>BOARD OF AMBULANCE DISTRICT Ambulance Fee Waiver Request (action item)</p>
3	<p>BOARD OF COUNTY COMMISSIONERS</p> <ul style="list-style-type: none"> • Event Center staff presenting contracts for approval and signature for the Donor Connect Gift of Life Walk/Run and ISU Haunted Science Laboratory (requested 10 minutes) (action items)
4	<p>• Follow up discussion on Marshall Fields Subdivision Reconsideration Request (action item)</p>
5	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, presenting a procurement update (requested 5 minutes)
6	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, seeking (1) a discussion pertaining to ARPA, and; (2) approval of unemployment billing for Fiscal Year 2023 4th Quarter ending on 12/31/23 with possible Executive Session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74 Idaho Code with potential action following adjournment of Executive Session (requested 25 minutes) (action item)

Meeting Notes

- 1 8:59 AM Moser called the meeting to order and shared the Marshall Fields discussion was removed. Crowder moved to approve the agenda. The motion passed. Crowder moved to approve the invoices,

Commission report and credit applications. The motion passed. Discussion ensued on interns. Crowder moved to approve salary forms. The motion passed. Crowder moved to approve the payroll report. The motion passed. Crowder moved to approve the certificates of residency. The motion passed.

- 2 9:04 AM Crowder moved to enter into the Board of Ambulance. The motion passed. Brent Faure and Pocatello Battalion Chief Shane Grow appeared. Faure reviewed the request to have a portion of the ambulance standby fee waived for the state wrestling competition on behalf of IHSA. Discussion ensued on the cost. Moser moved to waive \$1,500. The motion passed. Crowder moved to exit the Board of Ambulance. The motion passed.
 - 3 9:09 AM Even Coordinator Annie Hughes and Event Manager Chaney Colter appeared with Steve Shropshire. The haunted lab event has been at the facility for four years now. Shropshire reviewed attendance. The fee would be \$250 per day and the need is for two weeks. The event demand has increased. Crowder moved to waive the fees. The motion passed.
9:13 AM Amber Davis from Donor Connect appeared and reviewed the event and promoting organ donation. Colter reviewed there is no fee for the path and they do pay for pavilion. Crowder moved to approve the request. The motion passed.
 - 4 Cancelled.
 - 5 9:17 AM Crystal gave an update on procurement projects.
 - 6 9:24 AM Klauser reviewed the definition of “obligation” recently released from the Treasury, and that there needs to be contracts signed by 12/31/24. Projects that have been approved have to be reported by April 30. Klauser expressed concern for having contracts in place in time. Projects were reviewed and any concerns for timelines or funds. Crystal addressed Crowder’s questions on the forensic project contracts and drawings. Obtaining the price of the shell is going first to ensure we can move forward. Kendall will build out the interior and he has estimates prepared.
9:35 AM Klauser continued the list review. Crowder moved to adjust the historical bathroom funding to lighting. The motion passed.
9:46 AM Kendall explained the project he has significant work in is the forensic building. Sheriff Tony Manu and Chief Deputy Sheriff Alex Hamilton appeared. Manu reviewed the project statuses for wet cells, ADA doors, central intercom, stucco, and showers. 9:52 AM Moser moved to increase the shower project to \$30,000. The motion passed. Manu reviewed the status of the C pod showers. Klauser will update the form and clarify expenditure categories and add other projects that were requested and not approved.
- 10:00 AM Crowder moved to enter into executive session under Idaho Code §74-206(1)(d) to consider exempt records. The motion passed by roll call vote. 10:03 AM Crowder moved to exit executive session. The motion passed. Crowder moved to approve the billing. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda, invoices, Commission report, payroll report, salary forms, and certificates of residency.	Auditing/Clerk
Approved entry/exit Board of Ambulance and fee waiver of \$1,500 for state wrestling.	Ambulance
Approved fee waiver for haunted lab event.	Parks & Rec
Approved use of walking path for Donor Connect event.	Parks & Rec
Approved ARPA project adjustments of historical bathroom to lighting and increasing the jail shower project to \$30,000.	Auditing
Approved entry/exit of executive session – exempt records; and unemployment billing.	Clerk/Auditing