



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, January 16, 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 Chief of Staff Braeden Clayson

## Agenda Details

AGENDA	
1	<b>Regular Business Meeting (action items)</b> <b>BOARD OF COMMISSIONERS</b> MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Emma Iannacone, Public Information Officer, seeking approval of and signature on a sponsorship for the Portneuf Valley EnviroFair (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Kiel Burmester, Public Works Director, seeking approval of and signature on (1) Modification of Grant or Agreement for 2023-2024 Operating Plan and Financial Plan for Snow Grooming, and; (2) Modification of Grant or Agreement for plowing the parking lot for the 2023/2024 season (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Ryan Belnap, Human Resources and Risk Management Director, requesting approval to destroy employee files that are beyond their retention date (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Torey Danner, Coroner, seeking approval to apply for grant funding through the Department of Justice (requested 5 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>Shanda Crystal, Chief Procurement Officer, seeking signature on an Independent Contract with Cognitive Restructuring LLC (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>Heather Studley, GIS, regarding reallocation of funds from B to A budget (requested 5 minutes) (action item)</li> </ul>
9	<ul style="list-style-type: none"> <li>Property Tax discussion</li> </ul>
10	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution No. 2024-5 Approving Tax Cancellation Requests Resolution No. 2024-6 Self-Certification to Increase Micro-Purchase Threshold for Federal Funds
11	<b>SIGNATURE ONLY (action items):</b> December 2023 Commissioner Proceedings Tax Cancellation Requests Meeting Facility Use Request Form Findings, Facts and Conclusions of Law
12	<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> </ul>

	<ul style="list-style-type: none"> <li>• Technology Forms</li> <li>• Minutes: Approval of Meeting Minutes for December 28, 2023, and January 4, 9, and 11, 2024, and Certification of Said Minutes</li> </ul>
13	Elected Official Meeting (potential action items)

## Meeting Notes

- 1 8:59 AM Moser called the meeting to order.
- 2 8:59 AM Community Resources and Advocacy Director Shantal Lauu presented a cremation application for case number 20240010. Hough moved to approve case number 20240010. The motion passed.
- 3 9:02 AM Public Works Director Kiel Burmester appeared and reviewed sponsorship request of \$1,000 for three booths at the environmental fair for the Landfill, Mosquito, and Noxious weed. Clayson reported they department split will be \$300 each for Landfill, Mosquito, and Noxious weed, and \$100 for Emergency Services. Hough moved to approve the sponsorship with the breakout of funds as discussed. The motion passed.
- 4 9:04 AM Burmester reviewed modifications for the snow grooming grant. Questions arose regarding dates and signage. Clarifications were requested before accepting.  
9:09 AM Burmester reviewed modifications for the parking lot grant. Hough moved to approve modification of the plowing grant as discussed. The motion passed.
- 5 9:10 AM Belnap reviewed the request to destroy records. Hough moved to approve the destruction of records. The motion passed.
- 6 9:12 AM Charity Staggs also appeared. Danner reviewed the grant for funding a morgue and observation table to move the office forward. Klauser reviewed the items requested and summarized the Grant Team's review. Danner wants to get to a point of having his own equipment and not relying on other facilities. Crowder moved to allow application for the grant. The motion passed.
- 7 9:18 AM Crystal reviewed contract for Family Specialist Services with Cognitive Restructuring. Hough moved to approve the contract with Cognitive Restructuring. The motion passed.
- 8 9:20 AM Studley requested a budget reallocation for supplemental intern pay. Klauser explained funds were not carried forward for the intern pay and reviewed available funds that can be reallocated in the B budget. Hough moved to approve the reallocation of funds as discussed. The motion passed.
- 9 9:22 AM Vydedia Turner appeared and requested tax hardship for 2020-2022. She explained some medical issues and she is applying for disability. Moser pointed out she has not spoken with the Treasurer and their recommendation is very generous. Hough moved to cancel the 2020 taxes, interest, and late charges in the amount of \$579.86, or the Treasurer's balance, and hold her liable for the rest of the delinquent taxes. Moser instructed Turner to go set up a payment plan with the Treasurer of \$50 per month and explained that missing two payments will make it null and void. Hough accepted Moser's statement as an amendment to his motion. The motion passed.
- 10 9:33 AM Moser reviewed the resolutions. Hough moved to approve Resolution Nos. 2024-5 and 6. The motion passed.
- 11 9:34 AM Hough moved to approve the December proceedings, tax cancellation requests, facility use form, and Findings of Fact and Conclusions of Law. The motion passed.
- 12 9:36 AM Moser reviewed the consent agenda included a denied certificate of residency and minutes. Hough moved to approve the consent agenda. The motion passed.

- 13** 1:32 PM Moser called the meeting to order. Assessor Anita Hymas, Clerk Jason Dixon, Coroner Torey Danner, and Sheriff Tony Manu were present.
- 1:33 PM Moser explained a credit card policy amendment was made for the Event Center regarding alcohol purchases. He also discussed that pay for hourly staff during a conference does not include the extra activities, but the employee will not be shorted hours.
- 1:37 PM Discussion regarding work related equipment included a policy for boots, but the department increased the allowance on their own. Identification of equipment needs should be done. Manu reviews their list each year and the purchasing website only shows items that are allowed to be purchased. Dixon expressed that if we are sending employees out to the public, they should have identification. If staff work where citizens come for service, they don't need any kind of uniform. A policy or criteria needs to be developed for uniform/equipment needs and rotation. Manu pointed out that these items are County property and should be expressed to staff that if they leave employment it should be turned in. 1:45 PM Crowder entered.
- 1:48 PM An updated list of approved ARPA projects was handed out. Klauser reviewed there is new guidance for the term "obligated" and projects have to have a signed contract by the end of the year. Departments should start planning their projects by speaking with Maintenance and Procurement. It was determined to have a cutoff date of April for the approved listed projects that if not progressed, those funds will be used elsewhere. Departments should forward other projects that could be included in this funding. A project scope for cameras needs determined and where they are needed.
- 1:58 PM Hymas shared that her department's vehicles get borrowed and requested they be fueled up when brought back from that department's funding. Moser suggested purchasing vehicles with any leftover ARPA funds. Fleet management determinations should be done.
- 2:04 PM Manu reported they are going to increase their overtime rate for event contracts and the south county contract adjustments top out this year.
- 2:08 PM Dixon explained the records retention policy is on the intranet, and reviewed retention periods of 10 years, 5 years, 2 years, and transitory. There is new legislation that once a document is scanned, the paper copy is obsolete.
- 2:14 PM Moser reported that tax exempt properties, in the future, will have to pay the Landfill fee. Notice will be sent out to those properties. Town hall meetings were discussed.
- 2:24 PM Trammell explained that departments should forward any letters expressing the desire to sue the county to him for review and he will send to ICRMP for review.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved case number 20240010 for cremation assistance.	Indigent
Approved sponsorship for booths at the Portneuf Valley EnviroFair.	PIO/Public Works
Approved modification to agreement to plow FS parking lot. Corrections to be requested to FS snow grooming agreement.	Public Works
Approved HR records destruction.	HR/Resolution
Approved preparing application for Coroner grant.	Grant Team/Coroner
Approved budget reallocation for GIS intern.	GIS/Resolution
Approved cancellation of taxes, late fees, and interest for 2020 on parcel RPR4223000806.	Treasurer/Resolution
Approved Resolution Nos. 2024-5 Approving Tax Cancellation Requests and 2024-6 Self-Certification to Increase Micro-Purchase Threshold for Federal Funds.	Staff
Approved December 2023 proceedings publication, tax cancellation requests, Chubbuck meeting facility request, and Findings, Facts, and Conclusions of Law.	Clerk/Resolution/Assessor/ Auditing/Planning
Approved consent agenda with certificate of residency and minutes.	Clerk

**RESOLUTION**

WHEREAS, requests for cancellation of taxes were considered on January 4 and 9, 2024; and

WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is hereby authorized and directed to cancel the following on the tax rolls as listed by year:

- (1) At the request of Assessor Anita Hymas, in a letter dated January 9, 2024, for cancellation of **market value** for the **2023** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPDLB003800	Reynolds, Carrie Jean	Allowed full HOE	\$19,918

- (2) Pursuant to a meeting on January 4, 2024, and at the request of Assessor Anita Hymas, in a letter dated January 16, 2024, for cancellation of **market value** for the **2022** tax year, and waiver of **interest and late charges** for the **2022** and **2023** tax years.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPPOC242000	Spencer, Matthew	Appraisal error for 2022 – results in tax cancellation of \$4,895.82	Market Value \$397,776
		2022 Late Charge	\$168.10
		2022 Interest	\$1,040.02
		2023 Lage Charge	\$32.59
		2023 Interest	\$2.19

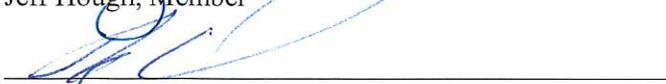
- (3) Pursuant to a meeting on January 9, 2024, for cancellation of **taxes** for the **2023** tax year.

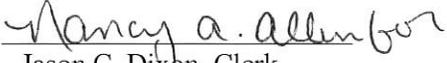
PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPLES008100	Dix, David & Debby	Hardship	\$513.80

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chair

  
Jeff Hough, Member

  
John Crowder, Member

ATTEST:   
Jason C. Dixon, Clerk

In the Matter of SELF-CERTIFICATION )  
TO INCREASE MICRO-PURCHASE )  
THRESHOLD FOR FEDERAL FUNDS )

R.S. 2024-6  
January 9, 2024

### RESOLUTION

WHEREAS, Bannock County receives federal funds that are subject to the Uniform Guidance in 2 C.F.R. part 200; and

WHEREAS, the Uniform Guidance requires solicitation of quotes at the micro-purchase threshold of \$10,000; and

WHEREAS, C.F.R. §200.320(a)(iv)(C) further allows a non-federal entity that is a public institution to increase the micro-purchase threshold up to \$50,000 consistent with State law on an annual basis; and

WHEREAS, Idaho Code §§67-2805 and 2806 require solicitation of quotes for procurements at or above \$50,000 for construction projects and \$75,000 for services/personal property; and

WHEREAS, Bannock County's Procurement Policy sets thresholds that follow State law; and

WHEREAS, increasing the federal micro-purchase threshold will ensure procurement compliance and uniformity for all County purchases;

NOW, THEREFORE, BE IT RESOLVED that the micro-purchase threshold for federal funds granted to Bannock County is increased to \$50,000 consistent with or below Bannock County's Procurement Policy and Idaho Code thresholds.

#### BANNOCK COUNTY COMMISSIONERS



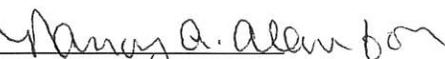
Ernie Moser, Chair



Jeff Hough, Member



John Crowder, Member

Attest:   
Jason C. Dixon, Clerk

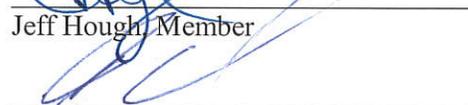
**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of December 28, 2023, and January 4, 9, and 11, 2024, as approved during the meeting of January 16, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Ernie Moser, Chair

  
\_\_\_\_\_  
Jeff Hough, Member

  
\_\_\_\_\_  
John Crowder, Member

ATTEST:

  
\_\_\_\_\_  
Jason C. Dixon, Clerk