



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, January 23, 2024
Commissioners present:	Ernie Moser, (11:55 AM) Jeff Hough, and John Crowder
Clerk of the Board:	(1:30 PM) Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Chief of Staff Braeden Clayson, and Attorney Brian Trammell

Agenda Details

AGENDA	
1	Regular Business Meeting (action items) BOARD OF COMMISSIONERS MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Kristi Klauser, Comptroller, requesting signature on a Fiscal Year 2023 County Vessel Fund Reporting and Remittance Form (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Kiel Burmester, Public Works Director, seeking approval and signature on Modification of Grant or Agreement for 2023-2024 Operating Season for Grooming (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Braeden Clayson, Chief of Staff, seeking final approval and signature on Portneuf Morgue contract with Portneuf Medical Center (requested 5 minutes) (action item)
6	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2024-7 Authorization and Order to Reallocate Funds Resolution No. 2024-8 Approving Tax Cancellation Requests Resolution No. 2024-9 Authorizing the Destruction of HR Files
7	SIGNATURE ONLY (action items): Precinct Central Agreement – Tenex Agreement to Provide Law Enforcement Protection – City of Lava Hot Springs Fire and Ice Festival Notice of Funding Opportunity – Department of Justice Memo for Disposal of Excess Office Furniture
8	CONSENT AGENDA (action items): <ul style="list-style-type: none"> 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 Technology Forms Minutes: Approval of Meeting Minutes for January 16 and 17, 2024, and Certification of Said Minutes
9	Public Hearing – Rezone (action item)
10	Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)
11	Department Head Meeting (potential action items) Agenda:

- Travel reimbursement/per diems
- Discussion pertaining to purchasing items with a County Credit Card
- Spending on work-related equipment, i.e. boots, jackets, clothing, gloves, etc.
- Discussion surrounding Christmas party meal allowance and 4 hour PTO gift
- Review of how records and files are supposed to be properly stored in the County
- Status on approved ARPA projects
- Compensation
- Ergonomics
- Online training program
- Performance evaluations

Meeting Notes

- 1 8:59 AM Moser called the meeting to order.
- 2 8:59 AM Community Resources and Advocacy Director Shantal Lauulu presented a cremation application for case number 20240011. Hough moved to approve case number 20240011. The motion passed.
- 3 9:00 AM Klauser reviewed reporting for waterways and snowmobile funds. Hough moved to approve the report for county vessel funds. The motion passed.
- 4 9:01 AM Burmester reviewed the suggested changes from the last meeting have been made for the snow grooming agreement. Hough moved to approve the annual operating plan for the snow groomer. The motion passed.
- 5 9:03 AM Clayson reviewed the license agreement with Portneuf for autopsies. Questions were addressed on charges per autopsy and contract term. Hough moved to approve the autopsy contract. The motion passed.
- 6 9:04 AM Moser reviewed the resolutions. Hough moved to approve Resolution Numbers 2024-7, 8, and 9. The motion passed.
- 7 9:06 AM Hough moved to approve the Tenex agreement using ARPA funds. The motion passed. Hough moved to approve the law enforcement contract for the fire and ice event. The motion passed. Hough moved to approve the intent form for the application for the justice grant. The motion passed. Hough moved to approve the disposal of furniture. The motion passed.
- 8 9:09 AM Moser reviewed the consent agenda included a certificate of residency denial, salary forms, and minutes. Hough moved to approve the consent agenda. The motion passed.
- 9 10:59 AM Crowder moved to enter into the public hearing. The motion passed. The public hearing is for a rezone application for Glen and Maria Houghton and Moser reviewed the process. Assistant Planning Director Tristan Bourquin and Planning Director Hal Jensen appeared. Bourquin reviewed the request to rezone the parcel from light industrial to residential suburban from the property owners.
11:01 AM Ryan Houghton, son of applicants, reviewed they are applying to rezone and that most neighboring property is zone residential.
11:02 AM Moser reported they read through the packet. The property is in the Pocatello area of city impact. The City had sent a letter stating that if the area is ever annexed, this parcel would be designated residential. The request follows all our plans and patterns, and the Planning and Development Council reviewed all the questions and comments and made recommendation to grant application. Crowder moved to exit the public hearing. The motion passed. Crowder moved to approve the application. Trammell inquired if the Board is adopting the findings and recommendations of council. Crowder added to the motion to adopt the findings and recommendations of council. The motion passed.

- 10 11:22 AM Crowder moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. Allen exited. 12:15 PM Hough moved to exit executive session. The motion passed.
- 11 1:29 PM Department leaders present included Dan Kendall, Ryan Belnap, Buddy Romriell, Kiel Burmester, Scott Crowther, Jake Crump, Melissa Hartman, Evie McCurry, Randy Hobson, Hal Jensen, Kristi Klauser, Dave Martinez, Janelle Christensen, Wes Jones, Lori Spencer, Adam McKinney, Matt Olsen, Heather Studley, Alex Hamilton, Dillon Evans, Shanda Crystal, Julie Hancock, Misty Katsilometes, Shantal Laulu, Keri Povey, Braeden Clayson, Diane Cano, Brian Trammel, and Emma Iannacone.
- 1:30 PM Martinez reported progression toward becoming a state office with IT changes in March and determining the number of personnel needed.
- 1:31 PM Jensen reported on the upcoming comprehensive plan rewrite and public outreach. Discussion ensued on solar panel projects, moratorium, and creation of solar ordinance.
- 1:36 PM Iannacone ordered banners for use at job fairs and events that departments can check out.
- 1:37 PM Dixon explained that the records request process is for intake, routing, and tracking, but does not actually fulfill the request. The department that the request is for will send the records.
- 1:38 PM Belnap reported Hough has been leading a team that has discussed the salary table and compensation. Hough shared the goal is to have a proposal to the Commission before budget starts. Raises are not promised, but they are trying to come up with information to set priorities for budget. Belnap reminded departments to work with him on job description changes and reorganizations. Discussion ensued on ergonomics to help prevent long term problems, treating complaints, work station adjustments, and creating a pathway to request accommodations. Belnap shared work is being done for an online training program with layers of training, with an onboarding level, department requirement level, and an open level for employees ambitious to learn. Belnap pointed out training is available for performance evaluations which departments are encouraged to complete the evaluations. Departments were requested to help coach new employees on document completion from onboarding and paper timecards upon hire until the employee is entered into UKG.
- 1:56 PM Per diem forms need to be completely filled out.
- 2:03 PM Discussion ensued on using a credit card to pay for rooms, using tax exempt, and alcohol.
- 2:07 PM Moser explained a claim for embroidery for over \$10,000 and the need to having policies. Identifying clothing for staff that go out to the public would be necessary. The Sheriff has list of approved uniform items for purchase and that it is explained that the items belong to the County. Input is needed for department necessities.
- 2:15 PM Documenting time for the four hours of PTO gifted was discussed and that there is no time adjustment for exempt employees.
- 2:17 PM Dixon explained the Clerk is the record keeper, but departments are custodians. There is a policy from 2009 that will be updated. Discussion ensued on document retention, storage, digital documents, document backup, and permanent records.
- 2:25 PM Moser reviewed and explained the ARPA projects.
- 2:39 PM With budgeting starting in June, Hough requested departments to list in detail the cost of replacing someone for consideration for employee compensation. Klauser reviewed with the lag when hiring, paper timesheets need done. Departments need to report when an employee leaves. Appreciation was shared for staff.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved case number 20240011 for cremation assistance.	Indigent
Approved county vessel fund report.	Auditing
Approved annual snow grooming agreement with Forest Service.	Public Works
Approved license agreement with Portneuf Medical Center for autopsies.	Commission
Approved Resolution Nos. 2024-7 Authorization and Order to Reallocate Funds; 2024-8 Approving Tax Cancellation Requests; and 2024-9 Authorizing the Destruction of HR Files.	Staff/Clerk

Approved Tenex agreement, law enforcement agreement for Lava Hot Springs Fire and Ice Festival, intent form for Department of Justice grant for Coroner, and disposal of excess furniture.	Elections/Sheriff/Grant Team/Coroner/Resolution
Approved consent agenda.	Clerk
Approved entry/exit of a public hearing, and to adopt the council's findings and recommendation to approve the Houghton rezone application.	Planning/Clerk/Ordinance
Approved entry/exit executive session – personnel.	Clerk

RESOLUTION

WHEREAS, it has been requested to reallocate funds originally budgeted for travel to professional services to allow payment of supplement wages for an ISU intern for GIS; and

WHEREAS, this reallocation will have no negative effect on the budget;

NOW THEREFORE, BE IT RESOLVED that the Auditor's Office is hereby authorized and ordered to reallocate funds in the following budget lines:

Fiscal Year 2024:

To Line:	110141-755	Amount:	\$ 4,000
From Line:	110141-44000	Amount:	\$ 2,000
	110141-42820		\$ 2,000

BOARD OF BANNOCK COUNTY COMMISSIONERS



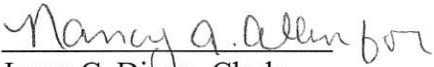
Ernie Moser, Chair



Jeff Hough, Member



John Crowder, Member

ATTEST: 
Jason C. Dixon, Clerk

Jason C. Dixon
Clerk of the District Court
Ex-Officio Auditor - Recorder
Clerk to the Commissioners



Bannock County Auditing
624 Center, Room 104
Pocatello, Idaho 83201-6247
Phone (208) 236-7335

Date 1/12/2024

Department Requesting Reallocation: GIS

Description of Reason for Reallocation Request: It is requested to move travel monies to professional services to allow the payment of supplemental wages for an ISU intern.

Funding option to make reallocation request described above (list accounts and amounts where funds will come from and accounts and amounts moving to).

Fiscal Year: 2024

To Line: 110141-755	Amount: \$ 4,000
From Line: 110141-44000	Amount: \$ 2,000
110141-42820	\$ 2,000

Department Head/Elected Official Approval Signature: Heather Studley

Comptroller Signature: Kristi Klauser

SUBMIT TO AUDITING DEPARTMENT FOR FINANCIAL REVIEW OF CHANGES

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on January 16, 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
RPR4223024704	Johnston, Nathaniel	Allowed full HOE	\$125,000
RPR4259001005	Peterson, Lyne	Allowed ag exemption for 2023	\$138,357

- (2) Pursuant to a meeting on January 16, 2024, for cancellation of **taxes, interest, and late fees** for the **2020** tax year.

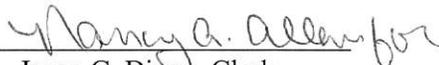
PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPR4223000806	Turner, Vydalia	Hardship	\$580.84

BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chair


Jeff Hough, Member

John Crowder, Member

ATTEST: 
Jason C. Dixon, Clerk

In the Matter of AUTHORIZING THE)
DESTRUCTION OF HR FILES)

R.S. No. 2024-9
January 23, 2024

RESOLUTION

WHEREAS, Idaho Code §31-871 requires the Board of County Commissioners to authorize destruction of records that are not required as permanent records and that have met the minimum retention period provided by the retention schedules and are no longer required by law or for county business; and

WHEREAS, the Human Resources and Risk Management Director has requested destruction of records that have exceeded their minimum retention according to the retention schedule;

WHEREAS, Idaho Code §31-871(2) states records may only be destroyed by resolution of the Board of County Commissioners after regular audit and upon the advice of the prosecuting attorney;

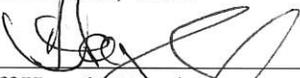
NOW, THEREFORE, BE IT RESOLVED that the Human Resources Office is authorized to destruct the original paper records listed below and that such destruction occur under the supervision of the Bannock County Clerk.

- Employment applications from unsuccessful candidates from year 2020 and older.
- Form I-9 for terminated employees from 1999 and older
- Medical (FMLA and ADA) documents for terminated employees from years 1999 and older
- General employee documents found in the personnel files for terminated employees from years 2015 and older.
- Case Files – Compensation, policy violation, and accidents without injury for terminated employees from years 2015 and older

BOARD OF BANNOCK COUNTY COMMISSIONERS



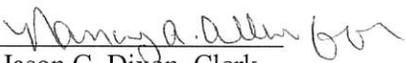
Ernie Moser, Chair



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 January 16 and 17, 2024, as approved during the meeting of January 23, 2024.

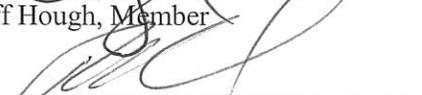
BOARD OF BANNOCK COUNTY COMMISSIONERS



Ernie Moser, Chair

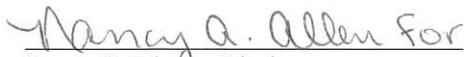


Jeff Hough, Member



John Crowder, Member

ATTEST:



Jason C. Dixon, Clerk