



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, January 25, 2024
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, 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	<ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, seeking authorization and potential signature on a Rental Agreement for the Idaho High School Rodeo Association State Finals (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, regarding a discussion about a proposal with WIPFLI (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, providing a procurement update
5	<ul style="list-style-type: none"> • Buddy Romriell, Assistant Public Works Director, requesting to discuss and approve recommendation for vehicle reallocation or send to auction (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • Karolina Fallert, requesting permission to have a Park Model RV on her property (requested 10 minutes) (action item)
7	<ul style="list-style-type: none"> • Hal Jensen, Planning and Development Director, seeking to review suggested edits to the Bannock County Zoning Ordinance (requested 30 minutes) (potential action item)
8	<p>Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)</p>

Meeting Notes

- 1 9:00 AM Moser called the meeting to order. Hough moved to approve the invoices and Commissioner Report. The motion passed. A certificate of residency from last week was denied, but needs approved. Hough moved to approve the certificate of residency. The motion passed. Hough moved to accept the payroll report. The motion passed.
- 2 9:05 AM Brent Robertson from National High School Rodeo and Matt Gibbs Idaho High School Rodeo Association appeared. Crowther explained we submitted a proposal for the rodeo to stay at our facility for three additional years that was accepted. Questions on vendors were addressed. Hough moved to accept the contract with the Idaho State High School Rodeo Association. The motion passed.
- 3 9:09 AM Klauser reviewed a request for WIPFLI to assist with preparing financials and tasks that will be done. Suggested funding is from savings on the juvenile detention billing. Hough moved to approve the proposal from WIPFLI to assist with financials. The motion passed.
- 4 9:15 AM Crystal gave updates on procurement projects.
- 5 9:20 AM Romriell reviewed vehicle reallocations and auction requests. The fleet study will be ready in a few weeks. Moser moved that vehicles 1, 2, 5, and 7 be sent to auction and vehicle 3 be transferred to Emergency Management. The motion passed.
- 6 9:33 AM Planning Director Hal Jensen, and Mike and Karolina Fallert appeared. Ms. Fallert shared that she cares for her mother who has some medical issues. They are requesting to put a park model RV next to their garage for her to live in for independence, but still have available care. Jensen explained the ordinance section on temporary dwellings for dependent persons. A letter was attached to their application stating the need. The request can be approved, but must be considered annually, and they will have to apply for building permit, and any permit from the state for other connections. Mr. Fallert shared the septic has been installed and approved. Hough moved to grant the request for the park model RV on the property with a one-year check in renewal. The motion passed.
- 7 9:37 AM Assistant Planning Director Tristan Bourquin also appeared. Jensen explained the review of the zoning ordinance edits and a new ordinance proposal for solar power facilities. Questions arose on setbacks. It was explained that this meeting is for evaluation and nothing will be adopted until after a public hearing. Bourquin pointed out that April 10 is when the moratorium ends which would allow a conditional use permit to be applied for without any regulations. Jensen reviewed some zoning ordinance edits on agricultural buildings and farm labor dwellings.
9:51 AM Regarding how the solar facilities began, Jensen received calls from “power” companies inquiring on County land that can facilitate operation and ease of connectivity. As more calls came, and project ideas came to light, he made the realization there is no process or regulation for decommission. He requested the moratorium to work on an ordinance. There are no applications at this point. Questions regarding the process for making a new ordinance were addressed, starting with internal drafts, input from agencies, council review at public hearing, and recommendation to the BOCC for review. An advisory committee consisting of developers, an engineer, an environmentalist, surveyors, Bingham County, Pocatello and Chubbuck planning directors, and a rancher, 15 members in all, have reviewed the draft. Opportunity for the public to review/comment is a public hearing and not typically during the writing process. The draft has been on the website since January 10 and public service announcements have gone out. Crowder indicated he has issue with residents not being a part of the writing process, in the early stage.
10:07 AM Crowder discussed being proactive, and with technology advances and not knowing what the next big project could be, we should develop an ordinance that if something is not expressly approved it should be prohibited to avoid scrambling to create ordinances. He felt the need to do a better job of informing the public what is going on. Questions arose on allowing solar farms in agricultural zoning, as they are not farms, but would be industrial projects. Crowder wants more public involvement and reiterated prohibiting anything that is not expressly approved. Discussion ensued on timelines for public hearings and town halls. Legal will be contacted regarding an ordinance to prohibit without express approval and one town hall will be scheduled.

- 8 2:03 PM HR Director Ryan Belnap and Chief of Staff Braeden Clayson were present. Hough 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. 2:35 PM Hough moved to exit executive session. The motion passed. Hough moved to direct HR to add an employee’s dependent to benefits immediately. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commissioner reports, certificate of residency, minutes, and payroll report.	Auditing/Clerk
Approved contract with Idaho High School Rodeo Association.	Parks and Rec
Approved WIPFLI contract for assistance with financials.	Auditing/Clerk
Approved one vehicle transfer and four vehicles be sent to auction.	Procurement/Road & Bridge
Approved Fallert request for a temporary dwelling.	Planning
Review potential ordinance to prohibit projects not expressly approved, review edits, and schedule town hall.	Planning/Legal
Approved entry/exit executive session – personnel. HR directed to add dependent to benefits.	HR/Clerk