



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, February 6, 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	Board of County Commissioners Regular Business Meeting (action items) <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>• Tony Manu, Sheriff, seeking discussion and potential signature on Intergovernmental Agreement between City of Pocatello and Bannock County regarding Animal Shelter arrangements (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Mary Shea, seeking permission to access courtrooms in the Bannock County Courthouse for the purpose of conducting mock trials for Pocatello High School students (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Nancy Allen, Administrative Manager, requesting to review draft bid documents for approval for the Connecting Communities Trail grant project with Portneuf Greenway (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Charity Staggs, SICOG, seeking signature on a Permission to Enter Property and Perform Work for Lava Ranches Property Owners Association Common Area (requested 5 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Kristi Davenport, Management Assistant, seeking signature on (1) Memo to Dispose Records, and; (2) Quit Claim Deed (action item)</li> </ul>
8	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution 2024-10 Authorization to Dispose Surplus Assets/Property Resolution 2024-11 Approving January 2024 Salaries County Ordinance 2024-01 Amendment No. 66 to Zoning Ordinance No. 1998-1
9	<b>SIGNATURE ONLY (action items):</b> Matter of January 2024 Commissioner Proceedings
10	<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> <li>• Technology Forms</li> <li>• Minutes: Approval of Meeting Minutes for January 18, 22, 23, and 25, 2024, and Certification of Said Minutes</li> </ul>

11	Executive Session under Idaho Code §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement with potential action following the adjournment of the Executive Session (action item)
12	Bid Opening – Bulk Fuel System (action item)
13	<del>Walk through the YDC area (potential action item)</del>

## Meeting Notes

- 1 9:01 AM Moser called the meeting to order.
- 2 9:01 AM Community Resources and Advocacy Director Shantal Lauu presented cremation applications for case numbers 20240012 and 20240013 and three releases of lien. Hough moved to deny case number 20240012, approve case number 20240013, and authorize signature on the releases. The motion passed.
- 3 9:03 AM Chief Deputy Sheriff Alex Hamilton also appeared. Manu reviewed the contract has been previously discussed. Questions arose on the contract term and adoptable determinations. Manu reported animals are rarely taken to the facility. Klauser explained this has previously been paid from County operations. Hough moved to approve the contract with following amendment to section 4, that if the City of Pocatello deems an animal adoptable, that our liability ends, and the term date from today through September 2025. The motion passed.
- 4 9:11 AM Sgt Mark Suechting and Cpt Kathleen Ballard were present. Kate Peterson appeared for Shea and reviewed she is coaching a mock trial team. They are requesting to use a courtroom on Saturday for a competition. Discussion included security staff overtime and janitorial service. The Idaho State Bar runs competitions and indicated they have some funds. Suechting will utilize four staff and the estimate is \$900 for the day. The Board is willing to lower the charge to \$500 in support of the youth program. Peterson's goal is to request the use earlier in the future. Hough moved to approve the request with a fee of \$500 to help cover some costs. The motion passed.
- 5 9:19 AM Dan Harelson also appeared. Allen explained Portneuf greenway has bid documents prepared for the Connecting Communities trail. The State's cover letter indicated final reimbursement needs done by the end of May. Harelson reviewed this bid is for the section on county property and to the cross near the freeway. ITD will go up from Pocatello Creek Road. The Greenway is providing the match on the grant the county was awarded. Public Works Director Kiel Burmester indicated weather would be the only issue, but should be able to move the berm in the timeframe. He measured the distance for the road, sidewalks, trail, and ditches, we shouldn't have to move anything at the Event Center. Hough moved to approve the bid package as presented. The motion passed.
- 6 9:24 AM This agreement is to enter landowner's property for the fuels reduction projects. Hough moved to sign the Permission to Enter Property. The motion passed.
- 7 9:24 AM Davenport reviewed the records disposal request. Questions on retention. Hough moved to approve the disposal of records. The motion passed.  
9:27 AM Davenport explained that Bruce Hansen approached her and claimed a property was purchased in tax sale in 1989 but was not deeded to him. She researched and found that the property had not been transferred. Hough moved to approve the quitclaim for parcel RPRPOOR000903. The motion passed.
- 8 9:28 AM Moser reviewed the resolutions. Hough moved to approve Resolution Numbers 2024-10 and 11, and Ordinance 2024-01. The motion passed.
- 9 9:29 AM Hough moved to approve the January Commissioner proceedings for publication. The motion passed.

- 10 9:29 AM Moser reviewed the consent included minutes, salary forms, and certificate of residency. Hough moved to approve the consent agenda. The motion passed.
- 11 9:45 AM Hough moved to enter into executive session under Idaho Code § 74-206(1)(f) for legal discussions. The motion passed by roll call vote. 10:14 AM Hough moved to exit the executive session. The motion passed.
- 12 10:59 AM Moser reviewed the solicitation for bulk fuel system. Procurement Officer Shanda Crystal appeared and released the bids. Hough reviewed bids given as a margin per gallon from:

<b>Brad Hall Fuel</b>	<b>Conrad &amp; Bischoff</b>	<b>Valley Oil Co.</b>
Road and Bridge	Road and Bridge	Road and Bridge
Diesel #1 -.005	Diesel #1 -.01	Diesel #1 .0296
Diesel #2 .015	Diesel #2 -.01	Diesel #2 .0296
Unleaded -.03	Unleaded .03	Unleaded .06
Landfill	Landfill	Landfill
Diesel #1 -.01	Diesel #1 -.01	Diesel #1 .0296
Diesel #2 .02	Diesel #2 -.01	Diesel #2 .0296
McCammon	McCammon	McCammon
Diesel #1 .13	Diesel #1 -.01	Diesel #1 .1496
Diesel #2 .13	Diesel #2 -.01	Diesel #2 .1496
Unleaded .13	Unleaded .03	Unleaded .18
Event Center	Event Center	Event Center
Diesel #1 .07	Diesel #1 -.01	Diesel #1 .2296
Diesel #2 .07	Diesel #2 -.01	Diesel #2 .2296
Unleaded .07	Unleaded .03	Unleaded .26

11:07 AM Hough moved to accept the bids and take under review. The motion passed.

## Action Item Summary

<b>ACTION/DIRECTION</b>	<b>ASSIGNED TO</b>
Denied cremation application 20240012 and approved cremation application 20240013 and three releases of lien.	Indigent
Approved animal shelter contract with City of Pocatello with addition of amendment.	Sheriff
Approved courtroom use for mock trials at reduced cost of \$500.	Security/Auditing
Approved bid publication for Connecting Communities Trail.	Grant Team
Approved Permission to Enter Property for Lava Ranches.	Emergency Services
Approved disposal of Commission records.	Staff
Approved quitclaim deed for parcel RPRPOOR000903.	Staff/Assessor
Approved Resolutions 2024-10 Authorization to Dispose Surplus Assets/Property and 2024-11 Approving January 2024 Salaries, and Ordinance 2024-01 Amendment No. 66 to Zoning Ordinance No. 1998-1.	Staff
Approved publication of January Commissioner Proceedings.	Clerk
Approved consent agenda with minutes, salary forms, and residency approvals.	Clerk/Auditing
Approved entry/exit executive session – legal.	Clerk
Accepted bids for review for bulk fuel.	Procurement

**RESOLUTION**

WHEREAS, Idaho Code §§31-807 and 31-808 vest the power and authority to manage real and personal property for the benefit of the County with the Board of County Commissioners; and

WHEREAS, Idaho Code §31-829 provides that whenever any elected official has any personal property belonging to the county under his/her jurisdiction or control which, in his/her judgment, is of no further use to the county, he/she may, with the consent of the Board of County Commissioners, dispose of the property through sale or other means; and

WHEREAS, the following assets/property from the Courts have been offered to other departments and are of no further use to the County:

Quantity	Description	Model Number	County Asset Number
1	Desktop	None	None
1	Small square brown desk	None	None
1	Small brown table	None	None
1	Computer chair	None	None
1	Metal desk	None	None
1	Small brown, metal chair	None	None
25	Red chairs	None	None

and;

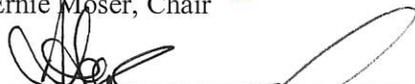
WHEREAS, the following assets have been determined by Road and Bridge to be of no further use to the County:

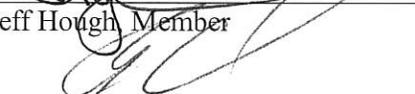
Year	Make	Model	VIN
2008	Dodge	Durango	1D8HB48N28F155907
2008	Chevrolet	C4500	1GBE4C3988F416445
2015	Chevrolet	Tahoe	1GNSK3EC4FR562390
2016	Dodge	Durango	1C4SDJFT0GC370197

NOW THEREFORE, IT IS HEREBY RESOLVED that the assets/property listed above are hereby declared to be surplus property and can be disposed of at auction.

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chair

  
Jeff Hough, Member

  
John Crowder, Member

ATTEST:

  
Jason C. Dixon, Clerk

**RESOLUTION**

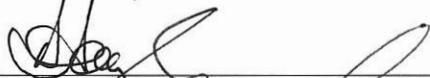
WHEREAS, salary approval forms, for the month of January 2024, have been submitted for approval by the Board of County Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

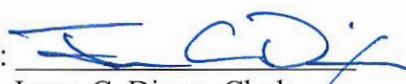
<b>Date Approved</b>	<b>Name – Reason for Change Department – Position</b>	<b>Salary &amp; Effective Date</b>
01/04/2024	Millissa Probart – Replacing Marina Billings Jail – Classification/Booking Deputy	\$17.93/hr 01/16/2024
01/04/2024	Sylvia Hirschi – Replacing Sarah Flippo Jail – Classification/Booking Deputy	\$17.93/hr 01/16/2024
01/04/2024	Celina Hold – Replacing Richard Jenkins Sheriff – Deputy Criminal Division	\$25.25/hr 01/13/2024
01/11/2024	Brandon Evans – Intern GIS	Supplement 01/16/2024
01/11/2024	Ethan Flabel – Intern Juvenile Justice/The Village	Unpaid 01/08/2024
01/11/2024	Taylor Consigny – Intern Juvenile Justice/The Village	Unpaid 01/08/2024
01/11/2024	Brandon Gomez – Intern Juvenile Justice/The Village	Unpaid 08/29/2023
01/11/2024	Jennifer Collaer – Intern Juvenile Justice/The Village	Unpaid 08/29/2023
01/11/2024	Libbie Byington – Intern Juvenile Justice/The Village	Unpaid 12/06/2023
01/18/2024	Ashley Ford – New Position Maintenance – Office Maintenance Technician	\$19.11/hr 01/29/2024
01/23/2024	Charles Zunino – Replacing Samuel Anderson Jail – Corporal Detention Division	\$25.25/hr 01/27/2024
01/23/2024	Brett Richter – Completed introductory Jail – Deputy Detention Division	\$22.18/hr 02/13/2024
01/23/2024	Courtney Lyman – Replacing Lauri Evans D6 Treatment – Sr Admin Assistant	\$17.87/hr 01/29/2024
01/23/2024	Caleb Knight – On-call Juvenile Detention – On-call Juvenile Detention Deputy	\$19.11/hr 01/29/2024

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chairman

  
Jeff Hough, Member

  
John Crowder, Member

ATTEST:   
Jason C. Dixon, Clerk



**COUNTY ORDINANCE 2024-01**  
**Bannock County, Idaho**

Amendment No. 66 to Zoning Ordinance No. 1998-1

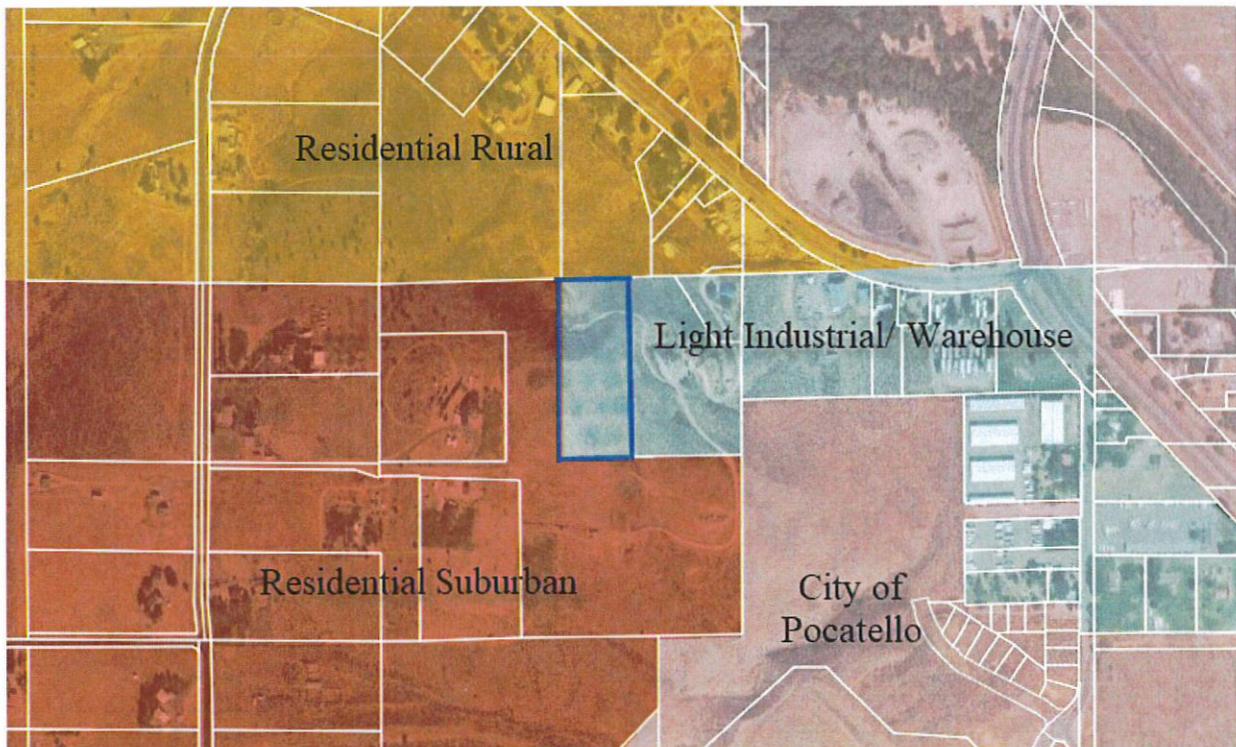
AN ORDINANCE AMENDING ORDINANCE NO. 1998-1, AMENDING THE ZONING DISTRICT DESIGNATION OF APPROXIMATELY 3.95 ACRES OF PROPERTY LOCATED IN SECTION 21 OF TOWNSHIP 6S, RANGE 34E, OF THE BOISE MERIDIAN FROM LIGHT INDUSTRIAL AND WHOLESALE TO RESIDENTIAL SUBURBAN.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF BANNOCK COUNTY, IDAHO:

**SECTION 1:**

That Appendix A of Ordinance 1998-1, the Official Zoning Map of unincorporated Bannock County be amended to reflect the following:

Change zoning district boundary from LIGHT INDUSTRIAL AND WHOLESALE to RESIDENTIAL SUBURBAN for a portion of land consisting of approximately 3.95 acres, and belonging to Glen and Maria Houghton which is depicted on the map below and identified as tax parcel RPR3853022314.



**SECTION 2: REPEALING CLAUSE**

All other ordinances and parts of ordinances in conflict herewith shall be, and the same hereby repealed, including the Comprehensive Plan.

**SECTION 3: SEVERABILITY:**

If any word, phrase, section, subsection, provision, clause or paragraph of this ordinance shall be adjudged or declared by any court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect the validity of the remaining portions of the Ordinance and it is hereby expressly declared that every other word, phrase, section, subsection, provision, clause or paragraph of the Ordinance enacted, regardless of the enactment or validity of the portion thereof declared to be unconstitutional or invalid, is valid.

**SECTION 4: EFFECTIVE DATE:**

This ordinance shall be in full force and effect upon its passage, approval, and publication.

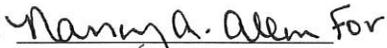
Adopted this 6th day of February, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chairman

  
Jeff Hough, Member

  
John Crowder, Member

ATTEST:  For  
Jason C. Dixon, Clerk

NOTICE OF BANNOCK COUNTY ORDINANCE ADOPTION

The Board of Commissioners of Bannock County, Idaho, hereby gives notice of the adoption of Ordinance 2024-01. A summary of the Ordinance includes:

AN ORDINANCE AMENDING ORDINANCE NO. 1998-1, AMENDING THE ZONING DISTRICT DESIGNATION OF APPROXIMATELY 3.95 ACRES OF PROPERTY LOCATED IN SECTION 21 OF TOWNSHIP 6S, RANGE 34E, OF THE BOISE MERIDIAN FROM LIGHT INDUSTRIAL AND WHOLESALE TO RESIDENTIAL SUBURBAN

The land is owned by Glen and Maria Houghton and identified as tax parcel RPR3853022314.

The full text of this Ordinance is available in the office of the Bannock County Clerk, 624 E. Center Street, Pocatello, Idaho, Mon-Fri from 8 am – 5 pm.

BOARD OF BANNOCK COUNTY COMMISSIONERS

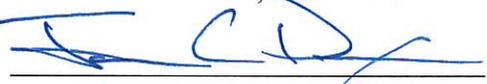
  
\_\_\_\_\_  
Ernie Moser, Chairman

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

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

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

This is a true and complete summary of Ordinance 2024-01 and provides adequate notice to the public.

JASON C. DIXON, CLERK  
  
\_\_\_\_\_

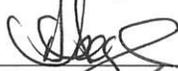
Publication Date: Feb. 24, 2024

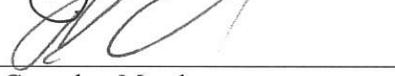
**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTE CERTIFICATION**

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 18, 22, 23, and 25, 2024, as approved during the meeting of February 6, 2024.

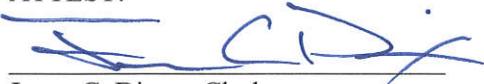
BOARD OF BANNOCK COUNTY COMMISSIONERS

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

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

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

ATTEST:

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