



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, February 8, 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 (9:10 am) Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	<p>Claims Meeting (action item)</p> <p>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)</p> <p>Agenda:</p>
2	<ul style="list-style-type: none"> • DeVere Hunt and Heather Moore, BEST LLC/Southeast Idaho Behavioral Crisis Center, seeking an addendum to reflect the start date with Magellan (requested 15 minutes) (action item)
3	<ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, seeking approval of and signature on contracts/agreements for Haunted Fairgrounds, Southeast Idaho Days, Pocatello Kid's Day, Thrills 'n Chills Festival, Bob Conley Invitational Cross-Country Meet, and Mystic Realms Fantasy Fair (requested 30 minutes) (action item)
4	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, seeking to review profit and loss information for the Bannock County Events Fund (requested 10 minutes) (action item)
5	<p>Quarterly Jail Inspection per Idaho Code Section 20-622 with potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel and under Idaho Code §74-206(f) to communicate with legal counsel regarding pending litigation or controversies not yet being litigated but imminently likely to be litigated with potential action item following the adjournment of Executive Session (action item)</p>
6	<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 8:59 AM Moser called the meeting to order. Moser noted, for the record, one of the invoices is a down payment for truck from ARPA funds. Hough moved to approve the invoices, reports and credit applications. The motion passed. Moser reviewed a certificate of residency billing that, by statute, was to be turned in by December 1. There was some sort of glitch and it wasn't sent by the deadline. The claim can be denied. Hough moved to approve the certificate of residency. The motion passed. Hough moved to approve the payroll report. The motion passed. Moser exited.
- 2 9:24 AM Hunt reviewed the contract with the County expires in April. The state has awarded the contract to Magellan which will start July 1. Moore stated Ryan Phillips sent an email that the state contract extension would be coming. Klauser pointed out this contract extension would need to be contingent upon the state contract being extended. Community Resources and Advocacy Director Shantal Lauulu joined the discussion. Hunt explained they would like to keep a county member on the advisory committee with the new contract and they don't want to lose the relationship. A new board will be established and they request to keep Lauulu as a board member. Hough pointed out a resolution will need signed to dissolve the current board.
- 3 9:03 AM Crowther reviewed Bob Conley track event. Also present were Travis Bell and Doug Hopster from Highland High School. The contract last year was \$500. Crowther explained they come set up, mow, and put up flags, which has very little impact on his staff. The event charges \$5 for parking to help offset costs. Hopster requested to use the concession stand for t-shirt printing. Crowder questioned parking for the general public. Dixon reported viewing the interactions for parking and vehicles there for general reasons are let through without payment. The local participants help clean weeds to help pay back the use of the facility. Attendance numbers were reviewed. Crowder would like to see other ways to generate revenue without charging for parking in the future. Hough moved to accept the contract for \$500 and allow usage of concession stands. The motion passed.
9:14 AM Crowther reviewed the Mystic Realms Fantasy Fair from last year. Deneb Edwards and Michael Collins appeared. They want to expand the event and include the south soccer fields and everything south of that. The fees were increased to reflect the cost and staff would control alcohol sales. The event will not impact venue. Last year, they were hoping for attendance of 800, and ended up with 2800. Hough moved to approve the agreement for the mystic event. The motion passed.
9:18 AM Nikki Jorgenson with Snake River Doodles reviewed events for the year and areas used for each. They carry liability insurance. The costs for the events are proposed at \$600 for SE Idaho Days, \$1,200 for Summer Thrills 'n Chills, \$300 for Pocatello Kid's Day in its fourth year, and a 50% revenue share for the Haunted Fairgrounds, which was \$1,750 last year. Hough moved to approve the contracts. The motion passed.
- 4 9:30 AM Scott Crowther also appeared. Klauser reviewed a rough draft of revenue/expenses. The concessions need to be broke out, even if approximate. Discussion ensued on supply refreshes, tracking, sponsorships, concessions revenue, per head concessions, and ticket pricing.
- 5 1:29 PM Commissioners Hough and Crowder met at the jail for an inspection. Among those present were Deputy Clerk Nancy Allen, Chief of Staff Braeden Clayson, Sheriff Tony Manu, Chief Deputy Sheriff Alex Hamilton, Lt Kasey Johnson, Lt Jayson Clark, and Captain Lyle Thurgood. Clayson began the questionnaire. 1:32 PM A tour of the facility was taken. 1:55 PM Clayson asked the remaining questions. 1:55 PM Recessed.
- 6 2:57 PM Present were Deputy Clerk Nancy Allen, IT Director Adam McKinney, HR Director Ryan Belnap and Chief of Staff Braeden Clayson. Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 3:11 PM Hough moved to exit executive session. The motion passed. Crowder moved to go forward with the RIF as discussed. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, reports, credit applications, certificate of residency, and payroll report.	Clerk/Auditing
Approved event contracts for Bob Conley Invitational, Mystic Realms Fantasy Fair, SRD's Haunted Fairgrounds, SE Idaho Days, Pocatello Kid's Day, and Thrills 'n Chills Festival.	Parks & Rec
Approved entry/exit executive session – personnel; and moving forward with RIF.	Clerk/HR