



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, February 20, 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,

## 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	<b>BOARD OF AMBULANCE DISTRICT</b>
4	<ul style="list-style-type: none"> <li>Ryan O’Hearn, Pocatello Fire Chief, seeking (1) approval of and signature on a request pertaining to the Naloxone Leave-Behind Program, and; (2) signature on a Request to Write-off Balance on Deceased Patients (action item)</li> <li>Tristan Bourquin, Assistant Planning Director, seeking signature on Meeting Facility Use Request Form for the City of Chubbuck (action item)</li> </ul>
5	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution 2024-14 Approving Tax Cancellations
6	<b>SIGNATURE ONLY (action items):</b> Tax Cancellation Request Meeting Facility Use Request Form for the City of Chubbuck – For Elections
7	<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 February 6, 8, and 13, 2024, and Certification of Said Minutes</li> </ul>
8	Bid Opening for Architectural Services Request for Qualifications and Guardrail Invitation to Bid (action item)
9	Executive Session under Idaho under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)

## Meeting Notes

- 1 8:59 AM Moser called the meeting to order.
- 2 8:59 AM Community Resources and Advocacy Director Shantal Lauulu presented cremation applications for case numbers 20240014, 20240015, and 20240016. Hough moved to approve case numbers 20240014, 20240015, and 20240016. The motion passed.  
9:01 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(d) to consider records exempt from public disclosure. The motion passed by roll call vote. 9:10 AM Hough moved to exit executive session. The motion passed. Moser moved for case numbers 98000060, 98000226, and 98000260 to forgive the remaining balance. The motion passed.
- 3 9:11 AM Hough moved to enter into the Board of Ambulance. The motion passed. O’Hearn requested approval for naloxone program. The state’s process has changed and kits are no longer supplied, but they have to be purchased and then reimbursed. Klausner explained this will be ran through the city. Hough moved to authorize signature for the leave behind program. The motion passed.  
9:14 AM O’Hearn reviewed the request to write off balances for claims that insurance has paid on, but the patient is deceased and the balance is unrecoverable. Hough moved to authorize to write off balances for deceased patients of \$12,831.92. The motion passed.
- 4 9:15 AM Bourquin reviewed the facility request for the special meeting on the solar ordinance. Discussion ensued on the location, recording equipment, potential crowd size, and delaying the start time. Hough moved to authorize signing the facility use form. The motion passed.
- 5 9:21 AM Moser reviewed the resolution. Hough moved to approve Resolution 2024-14. The motion passed.
- 6 9:22 AM Hough moved to approve the tax cancellation request. The motion passed. Hough moved to approve the facility use form for Elections. The motion passed.
- 7 9:23 AM Moser reviewed the consent agenda included minutes. Hough moved to approve the minutes. The motion passed.
- 8 10:59 AM Procurement Officer Shanda Crystal appeared for the bid openings for guard rails and architectural services. Moser reviewed the bid for guardrails. Crystal unsealed the formal bids. Hough reviewed bids were received from:  
  
Railco, LLC, with a per unit price of:  
Mobilization, per Guardrail Project \$5,800  
Guardrail Anchor \$1,500  
Metal Guardrail Post \$135  
W-Beam Guardrail \$30  
Guardrail Terminal Type Flared \$3,300  
Safety Measures, include any and all costs associated with the need for temporary safety control measures such as, but not limited to, cones, water barriers, barricades, etc. \$160  
Traffic Control Measures \$60  
  
Hough moved to accept the submission to take under advisement for review. The motion passed.  
  
11:04 AM Moser reviewed the bid for architectural design services. Crystal released the bids. Hough reviewed responses were received from:  
Booth Architecture  
Hummel Architects  
  
Hough moved to accept the proposals to take under advisement. The motion passed.
- 9 1:28 PM Attorney Alan Boehme, Chief of Staff Braeden Clayson, and James Shinault 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.  
2:22 PM Hough moved to exit executive session. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved cremation application assistance for case number 20240014, 20240015, and 20240016.	Indigent
Approved entry/exit executive session and to forgive remaining balance for case numbers 98000060, 98000226, and 98000260.	Indigent
Approved entry/exit Board of Ambulance, agreement for naloxone leave-behind program, and write-off deceased patient balances.	Clerk/Ambulance
Approved Chubbuck facility use form for solar ordinance meeting.	Planning
Approved Resolution 2024-14 Approving Tax Cancellations	Staff
Approved tax cancellation request.	Resolution
Approved Chubbuck facility use form for Elections.	Elections
Approved minutes.	Clerk
Accepted guardrail bid from Railco, LLC, for review.	Procurement
Accepted architectural bids from Booth Architecture and Hummel Architects for review.	Procurement
Approved entry/exit executive session – personnel.	Clerk

In the Matter of APPROVING )  
TAX CANCELLATION REQUESTS )

R.S. No. 2024-14  
February 20, 2024

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on February 13, 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 February 12, 2024, for cancellation of **market value** for the **2022** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRCPAA015100	Hillier, Aaron	HOE not applied correctly	\$94,195

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chair

  
Jeff Hough, Member

  
John Crowder, Member

ATTEST:   
Jason C. Dixon, Clerk

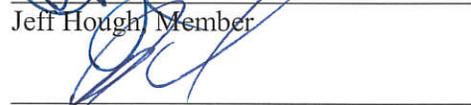
**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of February 6, 8, and 13, 2024, as approved during the meeting of February 20, 2024.

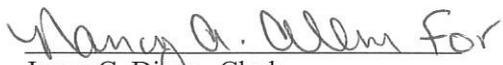
BOARD OF BANNOCK COUNTY COMMISSIONERS

  
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Ernie Moser, Chair

  
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Jeff Hough, Member

  
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John Crowder, Member

ATTEST:

  
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Jason C. Dixon, Clerk