



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, February 22, 2024
Commissioners present:	Ernie Moser and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and (9:05 AM) Attorney Alan Boehme

Agenda Details

AGENDA	
1	Claims Meeting (action item) Agenda: <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
	Work Session (potential action items) Agenda:
2	<ul style="list-style-type: none"> • Don Marley – discussion about power/Marley Acres
3	<ul style="list-style-type: none"> • Sara Evans, Salvation Army, requesting approval of 2023 Property Tax Exemption (action item)
4	<ul style="list-style-type: none"> • Tony Manu, Sheriff, seeking to discuss a potential signature on Second Addendum to Inmate Health Services Agreement (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, request to discuss reallocation of an Event Center/Wellness Complex full-time position to extra help (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • Jason Dye, Trial Court Administrator, regarding a discussion about the current contract with Thomsen Reuters for the use of Westlaw for the Prosecutor and the Public Defender’s Office. Potential signature on Order Form (potential action item)
7	<ul style="list-style-type: none"> • Kiel Burmester, Public Works Director, seeking to discuss Bannock County Fleet Management and the Policy and Procedures Manual (requested 20 minutes) (action item)
8	<ul style="list-style-type: none"> • Ryan Belnap, Human Resources and Risk Management Director, seeking approval of an internship a Field Study Agreement with Grand Canyon University (requested 10 minutes) (action item)
9	<ul style="list-style-type: none"> • Todd Mauger, Juvenile Justice, requesting approval to apply for the Office of Drug Policy SFY2025 Substance Abuse Prevention Treatment and Recovery Block Services Grant for Primary Prevention Programs (requested 5 minutes) (action item)

10	<ul style="list-style-type: none"> Shanda Crystal, Chief Procurement Officer, seeking (1) to recommend to award the Invitation to Bid for County Bulk Fuel, and; (2) to provide a procurement update (requesting 10 minutes) (action item)
11	<ul style="list-style-type: none"> Tax Cancellation Request (action item)

Meeting Notes

- 1 8:59 AM Moser called the meeting to order. Crowder moved to enter into the Board of Ambulance. The motion passed. Crowder moved to pay the invoices. The motion passed. Crowder moved to exit the Board of Ambulance. The motion passed. Crowder moved to approve the Commission report and authorize invoices. The motion passed. Crowder moved to approve the payroll report. The motion passed.
- 2 9:10 AM Planning Director Hal Jensen and Assistant Planning Director Tristan Bourquin also appeared. Marley explained he is working on a subdivision with lots that border the road. The power company told him they would prefer to put power across the road when lots sell. He did a minor land division that didn't have power. He requested an ordinance exemption from putting power up to each lot as it is just across the road. 9:13 AM Jensen reported the minor land division is exempt from the utility requirement. He reviewed the criteria for the ordinance is that utilities shall be installed to lot boundaries, outside any road right-of-way. Marley was made aware that he is responsible to provide utilities to the lot and not the owner. Marley pointed out he is selling the lots as bare ground and that the power company does not want to come install one pole and wants to wait until they can install all poles necessary up to any homes. Moser explained it is the developer's responsibility and suggested staying in line with the ordinance. Moser moved to deny the exception request. The motion passed.
- 3 9:25 AM Assessor Anita Hymas, Treasurer Jennifer Clark, and Chief Deputy Treasurer Misty Katsilometes also appeared. Evans, with the Salvation Army, reviewed the request for a tax exemption and refund for parcel RPRPTH1000100 and tax exemption for parcel RPRPPOC183100 for 2023. The taxes were paid in full for the first parcel. Moser explained the application for exemption should have been turned in by April. Evans reported she is unaware of the circumstances of the application not being turned in. Hymas reviewed the Salvation Army headquarters contacted her after the tax bill. One parcel has had the taxes paid and distribution to the districts has been made. They do qualify for tax exemption. Moser moved to grant a tax exemption on parcel RPRPPOC183100 and not cancel the taxes already paid for parcel RPRPTH1000100. The motion passed.
- 4 Cancelled.
- 5 9:02 AM Business and Events Director Scott Crowther also appeared. Klauser reviewed the request for seasonal or part-time help and reallocating funds. Crowther reviewed the reasoning. Moser moved to allow the transfer of funds. The motion passed.
- 6 9:40 AM Dye reviewed the Westlaw contract for three years with a rate increase. They will reduce the licensing when the public defenders transition to state. Klauser reviewed funding impacts. Crowder moved to approve the contract. The motion passed.
- 7 9:56 AM Assistant Public Works Director Buddy Romriell appeared. Criteria has been developed for replacement determinations of the fleet of 157 vehicles. They recommend replacing 25 vehicles in 2025. Vehicles that are underutilized should be looked at. The Board will review the information for another discussion. Romriell requested the previously discussed vehicle reallocations of the 2014 Dodge 4500 to Road and Bridge, the 2013 Chevy Tahoe to Emergency Management, the 2015 Dodge Durango to the Coroner, and the 2014 Jeep Compass to Juvenile Probation. Crowder moved to follow the recommendation. The motion passed.
- 8 9:05 AM Moser shared there is one individual ready to intern with Juvenile. Crowder moved to authorize signature. The motion passed.

- 9 9:44 AM Mauger reviewed the grant request for the families in action program. He is working to have satellite offices in other Oneida County and Caribou County for cohorts through The Village. Crowder moved to approve applying for the grant. The motion passed.
- 10 9:50 AM Crystal recommended to award the bulk fuel bid to Conrad Bischoff. Crowder moved to award the contract. The motion passed.
9:54 AM Crystal gave updates on procurement projects.
- 11 9:33 AM Appraiser Celeste Gunn, Assessor Anita Hymas, Treasurer Jennifer Clark, and Chief Deputy Treasurer Misty Humphries were present. Hymas recommended to withdraw the request for cancellation on the 4 years of taxes for parcel RPRPEA1002600. She completed some research and found in the restrictive covenants that the homeowner's association does own the parcel. The Secretary of State shows they are an active homeowner's association. In July 2022, an address change was sent, but only got changed on one other parcel as this parcel was in a different name at that time. This will not be the case on all common areas. She is working on drafting procedures for common areas. Some are owned by lot owners and would be imbedded in each owner's value. 9:36 AM Clark shared the property is in the tax deed process, but the current owner was never notified since it was in the wrong name. She requested to cancel 2020 taxes to take it out of tax deed. Also, after they contact the owner and if we can collect taxes to forgive the interest and late fees due to our error. Moser requested contact be made first and explain the situation. If there are any issues, a representative should come in. Moser moved to waive the 2020 taxes, and all years of interest and late fees if the owner cooperates once contacted. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit Board of Ambulance and invoices, Commission report, invoices, and payroll report.	Auditing
Denied request for ordinance exception for Marley Acres.	Planning
Approved tax exemption for parcel RPRPPOC183100 for 2023 and denied request to refund taxes for parcel RPRPTH1000100.	Assessor/Treasurer/ Resolution
Approved reallocation of funds for extra help for Event Center/Complex.	Resolution/Parks and Rec
Approved contract with Thomsen Reuters for Westlaw.	Courts
Reallocated vehicles to OEM, R&B, Coroner, and Juvenile	Auditing/Public Works
Approved Field Study Agreement with Grand Canyon University for interns.	HR
Approved applying for SFY25 SUPTRS grant.	Juvenile/Grant Team
Awarded bulk fuel bid to Conrad Bischoff.	Procurement
Approved waiving 2020 taxes and four years of interest and late fees if payment of taxes is made for parcel RPRPEA1002600.	Treasurer/Assessor