



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, February 28, 2024
Commissioners present:	Ernie Moser and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Alan Boehme

Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (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 Agenda:</p>
2	<ul style="list-style-type: none"> • Stace Gearhart, Idaho Department of Juvenile Correction, seeking to present the IDJC Annual Report for Bannock County Juvenile Justice (requested 15 minutes)
3	<ul style="list-style-type: none"> • Emma Iannacone, Public Information Officer, regarding Bannock County’s participation in Child Abuse Prevention Month (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, requesting to present (1) a recommendation to award the Invitation to Bid for County Road Guardrails, and; (2) a procurement update (requested 10 minutes) (action item)
5	<ul style="list-style-type: none"> • Signature on Agreement for Pathology Services (action item)
6	<ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, seeking signature with contract promoter with possible Executive Session under Idaho Code §-74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations with potential action following adjournment of Executive Session (action item)
7	<ul style="list-style-type: none"> • Braeden Clayson, Chief of Staff, seeking to establish a fee schedule for fees associated with autopsies (action item)
8	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, requesting to present an ARPA update (action item)
9	<p>Human Resources Planning Meeting (action item)</p>

Meeting Notes

- 1 9:00 AM Moser called the meeting to order. Crowder moved to enter into the Board of Ambulance. The motion passed. Crowder moved to approve the invoices. The motion passed. Crowder moved to exit the Board of Ambulance. The motion passed. Crowder moved to approve the invoices and Commissioner reports. The motion passed. Crowder moved to approve the salary forms. The motion passed. Crowder moved to approve the memo allowing fair board members to sign invoices. The motion passed.
- 2 Cancelled.
- 3 9:06 AM Iannacone reviewed a proposal for child abuse prevention month. The Bannock Youth Foundation had a position cut and now requests businesses install, remove, clean and store the pinwheels. A joint proclamation with Chubbuck and Pocatello will be signed and read at the kick-off event. Iannacone reviewed sharing of social media posts, blue pinwheels being a service project for installation, blue cups in chain link fence, stencil drawings on windows, blue ribbons on Sheriff vehicles already approve by Sheriff Manu, wearing blue t-shirts one day per week posting a picture to social media. The Board was not interested in the cups in the fence or stencilling the windows. The kick-off is being planned for April 6 at the Museum of Clean where the proclamation will be read, booths with community resources, and a coloring contest with children from The Village judging. Crowder requested Iannacone speak to the promoters regarding storage and installation.
- 4 9:16 AM Assistant Public Works Director Buddy Romriell also appeared. Crystal reviewed a recommendation to award the guard rail bid, after price comparisons to a previous project and the state contract, to Railco LLC. Crowder moved to approve the recommendation. The motion passed. A contract will be forthcoming. Funds will come from road oil and contract labor.
9:21 AM Crystal gave an update on procurement projects.
- 5 Cancelled.
- 6 9:23 AM Crowther reviewed a contract for promotions with Nederlander. Crowder has not seen the contract. The matter will be scheduled for Tuesday.
10:16 AM The contract was reviewed. Crowther shared the contract is for promotions and consulting with Nederlander. Crowder moved to approve the contract. The motion passed.
- 7 Cancelled.
- 8 9:25 AM Klauser reviewed some price adjustments on the ARPA list projects. A list has been started to replace any projects that drop. Another meeting will be schedule in two weeks.
- 9 Rescheduled.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit Board of Ambulance and invoices, invoices, Commission reports, salary forms, and memo allowing claims signatures.	Auditing
Approved awarding guard rail bid to Railco LLC.	Public Works/Procurement
Approved contract for promotions and consulting with Nederlander.	Parks & Rec
Schedule ARPA discussion for two weeks.	Staff