



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, March 5, 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) BOARD OF COMMISSIONERS MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
3	<ul style="list-style-type: none"> Hanging of Field of Heroes canvas in the Commission Chambers (action item)
4	<ul style="list-style-type: none"> Read and sign the Proclamation of National Nutrition Month (action item)
5	BOARD OF AMBULANCE DISTRICT <ul style="list-style-type: none"> Ryan O’Hearn, Pocatello Fire Chief, regarding approval of and signature on the application for the Assistance to Firefighters Grant (requested 10 minutes) (action item)
6	BOARD OF COMMISSIONERS <ul style="list-style-type: none"> Adam McKinney, Chief Technical Officer, requesting signatures on the IRON Master Services Agreement (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> Braeden Clayson, Chief of Staff, seeking a discussion to establish a fee schedule related to autopsy services, and potentially sign a Public Hearing Notice for the Autopsy Fee Schedule (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> Human Resources Planning Discussion (action item)
9	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2024-17 Authorizing the Destruction of Sheriff Files Resolution No. 2024-18 Designating County Roads for State Reimbursement Resolution No. 2024-19 Approving Tax Cancellation Requests Resolution No. 2024-20 Approving February 2024 Salaries
10	SIGNATURE ONLY (action items): Tax Cancellation Request Agreement for Pathology Services
11	CONSENT AGENDA (action items): <ul style="list-style-type: none"> Manual Checks Alcohol Licenses and Catering Permits Certificate of Residency Approval 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 Technology Forms Minutes: Approval of Meeting Minutes for February 27 and 29, 2024, and Certification of Said Minutes

Meeting Notes

- 1 9:00 AM Moser called the meeting to order.
- 2 No business.
- 3 9:00 AM Veterans Administrative Assistant Lillian Molina, Veterans Coordinator Melissa Hartman, Kyle Riley, and Public Information Officer Emma Iannacone appeared. Iannacone explained that Riley has gifted the County a canvass print of the Field of Heroes. Hough moved to accept the photo. The motion passed.
- 4 9:03 AM Management Assistant Kristi Davenport and Senior Activity Center Board of Directors Kathleen Stephens, Linda Fairchild, and Darrell Brown were present. Hough moved to accept the Proclamation for National Nutrition Month. The motion passed. Moser read the Proclamation.
- 5 9:07 AM Hough moved to enter into the Board of Ambulance. The motion passed. Klauser reviewed the AFG request and the match will be budgeted in FY25. Hough moved to approve the submission for the AFG grant. The motion passed. Hough amended the motion to authorize electronic submission if needed. The motion passed. Hough moved to exit the Board of Ambulance. The motion passed.
- 6 9:09 AM McKinney reviewed the IRON agreement is for a new connection to augment and replace connections. Bingham County originally applied for the grant for connection. Legal was concerned for funding going forward. He was unaware that Bannock County was included in the Lewis County grant and the service is paid for two years. After that, he can request ongoing funds from IPSCC for future funding. A non-appropriations clause is included in the agreement. McKinney plans to renew the grant every two years. Discussion ensued on bandwidth, cost elimination, and connections with the state and other counties. Hough moved to approve the agreement with the IRON network. The motion passed.
- 7 9:15 AM Clayson reviewed a proposed fee schedule to publish for a public hearing. Crowder questioned costs with the hospital, locums, consultant costs, consumables, and whether there is a provision for charges if a locum has to testify. Crowder felt other counties are being subsidized. Hough explained this is a state sponsored test at this time and he is fully committed to not subsidizing other counties. Crowder expressly opposed the setup of any fee schedule as he has most of the project in the past. Moser pointed out that the new fees would be discussed at the public hearing. Hough moved to post the fees as presented. The motion passed with Moser and Hough voting yes. Crowder opposed.
- 8 9:23 AM HR Professional Josh Waters and Senior Payroll Tech Alecia Jensen appeared. Discussion ensued on tasks that will need assistance during the vacant HR position. The job description was discussed, and separating risk management duties. Klauser reviewed suggestions for job description. Waters shared that a salary comparison for the area shows our rate is low. Dixon will reach out to other clerks for job descriptions and salary for another discussion next week.
- 9 9:49 AM Moser reviewed the resolutions. Hough moved to approve Resolution Numbers 2024-17, 18, 19, and 20. The motion passed.
- 10 9:50 AM Hough moved to approve the Assessor's request for tax cancellations. The motion passed.
~~Agreement for Pathology Services~~
- 11 9:51 AM Moser reviewed the consent agenda included alcohol permit, certificate of residency and minutes. Hough moved to approve the consent agenda. The motion passed.
- 12 11:00 AM Management Assistant Kristi Davenport appeared. Moser reviewed the bid RFP. Davenport shared there were no proposals received and requested to cancel the solicitation. Hough moved to cancel

the bid. The motion passed. Moser declared that the project can move forward in the best interest of Bannock County.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Accepted gift of canvass print of Field of Heroes.	Staff
Approved Proclamation designating March National Nutrition Month.	Staff
Approved entry/exit Board of Ambulance and application to AFG.	Clerk/Grant Team
Approved Master Services Agreement with IRON.	E-911
Approved publication of proposed fees for forensic pathology for public hearing.	Staff
HR job descriptions/salaries will be requested from other counties to discuss next week.	Clerk
Approved Resolution Nos. 2024-17 Authorizing the Destruction of Sheriff Files, 2024-18 Designating County Roads for State Reimbursement, 2024-19 Approving Tax Cancellation Requests, and 2024-20 Approving February 2024 Salaries.	Staff
Approved tax cancellation requests.	Resolution
Approved consent agenda with salary forms, certificates of residency, and minutes.	Clerk/Auditing
Cancelled RFP for Detention Center Plumbing Renovation and project to move forward in best interest of County.	Procurement/Sheriff

In the Matter of AUTHORIZING THE)
DESTRUCTION OF SHERIFF FILES)

R.S. No. 2024-17
March 5, 2024

RESOLUTION

WHEREAS, Idaho Code §31-871 requires the Board of County Commissioners to authorize destruction of records that are not required as permanent records and that have met the minimum retention period provided by the retention schedules and are no longer required by law or for county business; and

WHEREAS, the Sheriff has requested destruction of records that have exceeded their minimum retention according to the retention schedule, or have been scanned and saved to a permanent location; and

WHEREAS, Idaho Code §31-871(2) states records may only be destroyed by resolution of the Board of County Commissioners after regular audit and upon the advice of the prosecuting attorney;

NOW, THEREFORE, BE IT RESOLVED that the Sheriff is authorized to destruct the original paper records listed below and that such destruction occur under the supervision of the Bannock County Clerk.

- 15 boxes of civil records containing service sheets from 2023
- 20 boxes of booking records from 2023
- 15 boxes of temporary inmate records

BOARD OF BANNOCK COUNTY COMMISSIONERS



Ernie Moser, Chair



Jeff Hough, Member

John Crowder, Member

ATTEST:



Jason C. Dixon, Clerk

In the Matter of DESIGNATING)
COUNTY ROADS FOR STATE REIMBURSEMENT)

R.S. No. 2024-18
March 5, 2024

RESOLUTION

WHEREAS, the following road has been constructed to meet Bannock County Road and Bridge standards, is paved, and in good condition:

<u>Road</u>	<u>Length</u>	<u>Location</u>
Mornington Drive	1,600 FT	Canyon Creek Subdivision – Phase 1

and

WHEREAS, County Public Works Director Kiel Burmester has recommended it being in the best interest of Bannock County to add these roads to the County Road system at this time; and

WHEREAS, Bannock County wishes to start receiving reimbursement from the Idaho Transportation Department for the total mileage added to the County road maintenance system; and

WHEREAS, in order to receive reimbursement, Bannock County must identify additions to the County road system and officially place them on the Bannock County road maintenance system;

NOW, THEREFORE, BE IT RESOLVED that Mornington Drive is hereby identified as a County Road and will be officially placed on the Bannock County Road Maintenance System.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Ernie Moser, Chair



Jeff Hough, Member



John Crowder, Member

ATTEST: 

Jason C. Dixon, Clerk

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on February 22 and 27, 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 20, 2024, for cancellation of **market value** for the **2023** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
MHMHPHM061602	Martin, Lebyron James Jr	Manufactured home moved illegally	\$37,694.00
RPRCABC000200	Crocket, Daren R	OR; pre-BOE adjustment	\$152,696.00
RPRCABC000300	Crocket, Daren R	OR; pre-BOE adjustment	\$169,663.00
RPRCABC000400	Crocket, Daren R	OR; pre-BOE adjustment	\$186,628.00
RPRCABC000500	Crocket, Daren R	OR; pre-BOE adjustment	\$186,628.00

- (2) In a meeting with the BOCC on February 22, 2023, and after the Treasurer receiving payment for 2020-2023 delinquent taxes on February 28, for cancellation of **late charge and interest**.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPEA1002600	East Village Homes	Address change not entered	Late Charge \$63.53 Interest \$733.74

BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chair


Jeff Hough, Member


John Crowder, Member

ATTEST: 
Jason C. Dixon, Clerk

RESOLUTION

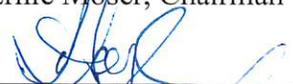
WHEREAS, salary approval forms, for the month of February 2024, have been submitted for approval by the Board of County Commissioners;

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

Date Approved	Name – Reason for Change Department – Position	Salary & Effective Date
02/02/2024	Brian Hansen – Replacing John Regan Jail – Deputy Detention Division	\$21.88/hr 02/05/2024
02/02/2024	Amie Landon – Replacing Hallie Gunter Sheriff – Drivers License Tech	\$16.72/hr 02/05/2024
02/02/2024	Melaunie Judkins – Replacing Shelly Cromie Clerk of the Court – Sr. Admin Assistant Deputy - Courts	\$16.70/hr 02/12/2024
02/02/2024	Madysen Eckersley Intern – Juvenile Justice	Unpaid 02/01/2024
02/06/2024	Connie Flatten – Replacing Misty Humphries Drug Court – Problem Solving Court Coordinator	\$19.11/hr 02/20/2024
02/06/2024	Aimee Holder – on-call Juvenile Detention – On-call Juvenile Detention Deputy	\$19.11/hr 02/20/2024
02/13/2024	Heather Parker – Replacing Karen Trumbull Sheriff – Communication Specialist	\$21.88/hr 02/20/2024
02/15/2024	Lucas Llarena – Replacing Alex Wallis Road & Bridge – Equipment Operator	\$19.11/hr 03/04/2024
02/15/2024	Brady Hoff – Replacing Brandon Phillips Jail - Deputy Detention Division	\$21.88/hr 02/26/2024
02/27/2024	Sophia Doulgerakis Intern – Juvenile Justice	Unpaid 02/20/2024
02/29/2024	Nathan Broadhead – Replacing T. Shurtliff Event Center/Wellness Complex – Asst Parks Coordinator	\$19.11/hr 04/08/2024
02/29/2024	Ella Andersen – Replacing Paula Larsen District Court – Judicial Assistant/Axline	\$20.46/hr 03/01/2024

BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chairman


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 27 and 29, 2024, as approved during the meeting of March 5, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Ernie Moser, Chair

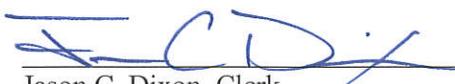


Jeff Hough, Member



John Crowder, Member

ATTEST:



Jason C. Dixon, Clerk