



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, March 12, 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, Attorney Brian Trammell, 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"> Nancy Allen, Administrative Manager, review of bid results for the Connecting Communities Path with Portneuf Greenway (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Keri Povey, Chief Deputy Clerk, seeking signature on a Quote from Tyler Technologies for the process to upload old microfilm images into the Eagle Recorder (action item)
5	<ul style="list-style-type: none"> Shanda Crystal, Chief Procurement Officer, requesting that (1) informal bids be read into the record, and; (2) recommendation to award the Grandstand Invitation to Bid (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> Kristi Klauser, Comptroller, discussion pertaining to request to pay for adult probation critical equipment from PILT (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> Todd Mauger, Juvenile Justice, seeking approval to submit grant application for the SFY2025 Substance Use Prevention, Treatment, and Recovery Services Block Grant (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> Braeden Clayson, Chief of Staff, requesting approval and potential signature on Professional Services Contract for Forensic Technician (requested 5 minutes) (action item)
9	<ul style="list-style-type: none"> Continued discussion pertaining to Human Resources Planning (action item)
10	SIGNATURE ONLY (action items): Agreement to Provide Law Enforcement Protection for Pocatello Downs Modification of Grant or Agreement Tax Cancellation Request Commissioner Proceedings
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 March 5 and 7, 2024, and Certification of Said Minutes

Meeting Notes

- 1 9:01 AM Moser called the meeting to order.
- 2 9:01 AM Hough moved to sign the release of lien. The motion passed.
- 3 9:02 AM Allen turned the time to Daniel Harelson with the Portneuf Greenway. Harelson explained, in working with the County on the trail project, he advertised the bid and sent it directly to three contractors. The County portion will be funded by the IDPR grant with a match contribution from the Greenway. The County portion of the bid came in at \$54,000, which is approximately \$9,000 over the estimate. The Greenway board voted to pay the difference and there will be no cost to the County. Hough moved to approve the bid as presented. The motion passed.
- 4 9:06 AM Dixon reviewed the quote to upload microfilm. Hough moved to approve signature on the quote. The motion passed.
- 5 9:06 AM Crystal explained the informal bid for lumber for the grandstands. Hough read responses from:
Builders FirstSource \$37,417.41
Franklin Building Supply \$34,322.32
The Home Depot \$37,110.21
Lowes \$37,345.38
Crystal recommended to award the bid to Franklin Building Supply. Hough moved to accept the recommendation and approve the bid from Franklin Building Supply. The motion passed.
- 6 9:09 AM Klauser reviewed the request for critical equipment for Adult Probation. There was an error in the budget sheet formula. She requested using PILT with a reallocation from the jail boiler allocation. A reallocation request will be submitted.
- 7 9:11 AM Mauger requested to submit the SUPTRS grant and explained the programs. The application is online and due March 17. Hough moved to authorize application submission for the grant. The motion passed.
- 8 Cancelled.
- 9 9:16 AM HR Technician Josh Waters appeared. Clayson reviewed the tasks being accomplished between different departments. The new job description was completed. Discussion ensued on duties being absorbed, moving position under the Clerk, risk management functions, data entry technician, and posting the job. Dixon reported that 61% of the counties that he reached out to have HR under the Clerk. The job will be posted and another discussion scheduled to look at duties that could be absorbed.
- 10 9:29 AM Hough moved to approve the Agreement to Provide Law Enforcement Protection for Pocatello Downs. The motion passed. Hough moved to approve the Forest Service Modification of Grant or Agreement. The motion passed. Hough moved to approve the Tax Cancellation Request. The motion passed. Hough moved to approve the February Commissioner Proceedings. The motion passed.
- 11 9:32 AM Moser reviewed the consent agenda included card holder agreement, minutes, and salary forms. Hough moved to approve the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved one release of lien.	Indigent
Approved Portneuf Greenway's recommendation to award the bid for the Connecting Communities Trail to Liddil Paving.	Grant Team

Approved quote from Tyler Technologies to upload old microfilm.	Clerk
Awarded lumber bid to Franklin Building Supply.	Procurement/Parks & Rec
Approved reallocation for Adult Probation critical equipment.	Resolution
Approved submitting application for SFY2025 Substance Use Prevention, Treatment, and Recovery Services Block Grant.	Juvenile/Grant Team
Schedule HR discussion to look at functions for vitality of position or absorption of duties.	Staff/HR
Approved Agreement to Provide Law Enforcement Protection for Pocatello Downs and Forest Service Modification of Grant or Agreement.	Sheriff
Approved Tax Cancellation Request.	Assessor/Treasurer/Resolution
Approved publication of Commissioner Proceedings.	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 March 5 and 7, 2024, as approved during the meeting of March 12, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chair


Jeff Hough, Member


John Crowder, Member

ATTEST:


Jason C. Dixon, Clerk