



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, March 19, 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 9:00 AM 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"> Shanda Crystal, Chief Procurement Officer, requesting to discuss (1) a recommendation to award architectural services for 1 Year Request for Qualifications; (2) Potential signature on a contract for architectural services; (3) Seeking Signature on Railco, LLC contract for Guardrail On-Call services. (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> Braeden Clayson, Chief of Staff, HR – Continued discussion on the state of Human Resources (action item)
5	RESOLUTIONS AND ORDINANCES (action items): R.S. No. 2024-21 – Tax Cancellation Requests R.S. No. 2024-22 – Authorization and order to reallocate PILT funds to cover adult probation critical equipment Review reallocation requests from a full-time position to several seasonal positions
6	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 12 and 14, 2024, and certification of Said Minutes
7	BOCC meeting with ISU President Wagner
8	BOCC Annual Planning and Development Council Update
9	BOCC Joint meeting with Planning and Development to discuss a Planned Unit of Development (potential action item)

Meeting Notes

- 8:59 AM Moser called the meeting to order.

- 2 9:00 AM Community Resources and Advocacy Director Shantal Lauu appeared. 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. 9:06 AM Hough moved to exit executive session. The motion passed. Hough moved on case number 20180272 to forgive the remaining balance and authorize signature on the release of lien. The motion passed.
Lauu presented applications for cremation assistance for case numbers 20240018 and 20240019. Hough moved to approve case numbers 20240018 and 19. The motion passed.
- 3 9:09 AM Clayson presented a contract for guard rails with Railco LLC, that was approved by legal. Hough moved to approve the contract with Railco LLC. The motion passed.
- 4 9:09 AM Clayson reported HR is running smooth, the position has been posted with 16 applicants so far, a shared calendar was created, and payment of claims. Discussion ensued on reorganizing the HR department under the Clerk, aligning processes with auditing, and risk management duties. Hough moved to reposition HR to be under the Clerk’s purview. The motion passed.
- 5 Moser reviewed the resolutions. Hough moved to approve Resolution Numbers 2024-21 and 22. The motion passed.
- 6 Moser reviewed the consent agenda included minutes and salary forms. Hough moved to approve the minutes. The motion passed. Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 9:30 AM Hough moved to exit executive session. The motion passed. Hough moved to approve two salary forms and hold the third for discussion on Thursday. The motion passed.
- 7 1:02 PM ISU President Robert Wagner appeared and discussed community interaction, background, and education. The Board gave introductions. Discussions ensued on goals, direction for ISU, strategic plan, collaboration, impact, working together, and innovating to collaborate for projects to move forward.
- 8 2:00 PM Planning Director Hal Jensen, Assistant Planning Director Tristan Bourquin, Subdivision Planner Alisse Foster, Planner Jim Bagley, Management Assistant Marj Williams, and Council Members Stewart Ward, Chuck Heisler, and Barbara Hill were present.
Bourquin shared the last two years of reports were submitted to compare numbers. Discussion ensued on challenges, the comp plan, work sessions with the BOCC, economic development vision, promoting growth, subdivision water issues, open space, location urbanizing, community wells, ordinances, the solar ordinance, and that new members will be needed.
- 9 2:49 PM Public Works Director Kiel Burmester joined the meeting. Jensen explained the planned unit development (PUD), once finished, would be annexed. Being in the city impact area, the PUD allows increased density and unified control and this joint meeting with Council and BOCC is to determine terms.
The location is more urban rather than rural as it is on the city limits. The proposal is to build commercial duplexes. The ordinance was reviewed and the city standards would be met. Annexation agreements have been signed and there is a slim chance that it will not happen. 3:09 PM Hough moved to accept the PUD suggestion presented by staff for Stan’s Industrial Park. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved forgiving remaining balance for case number 20180272 and cremation assistance for case numbers 20240018 and 20240019.	Indigent
Approved contract with Railco LLC for guard rails.	Public Works/Procurement
Approved HR department to be under the Clerk.	Clerk
Approved Resolutions Numbers 2024-21 Approving Tax Cancellations and 2024-22 Authorization and Order to Reallocate Funds.	Staff
Approved minutes and salary forms and tabled one salary form.	Clerk
Approved PUD for Stan’s Industrial Park.	Planning

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on March 5 and 12, 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 27, 2024, for cancellation of **market value** for the **2023** tax year.

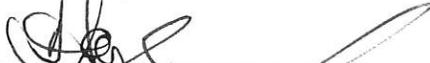
PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPTRI001400	RCF Enterprises, LLC	BTA decision	\$260,706.00
RPRRPM004600	Net Prophet, LLC	Placed on occupancy roll in error	\$184,979.00

- (2) At the request of Assessor Anita Hymas, in a letter dated March 6, 2024, for cancellation of **values indicated** for the **2023** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPR3803008011	Snapp, Joseph	Tribal exempt	MV \$81,696.00
RPR4013007200	State of Idaho	State of Idaho – exempt for 6 months	Tax \$ 1,561.36
RPRRTM2004600	Rebel Estates LLC	BTA decision	MV \$11,511.00
RPRRTM2009000	Rebel Estates LLC	BTA decision	MV \$ 7,169.00

BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chair


Jeff Hough, Member


John Crowder, Member

ATTEST: 
Jason C. Dixon, Clerk

In the Matter of AUTHORIZATION AND)
ORDER TO REALLOCATE FUNDS)

R.S. No. 2024-22
March 19, 2024

RESOLUTION

WHEREAS, it has been requested to reallocate funds originally budgeted for the jail boiler project in PILT to cover adult probation critical equipment; and

WHEREAS, this reallocation will have no negative effect on the budget;

NOW THEREFORE, BE IT RESOLVED that the Auditor's Office is hereby authorized and ordered to reallocate funds in the following budget lines:

Fiscal Year 2024:

To Line: 155140-84000

Amount: \$ 9,000

From Line: 155222-46100

Amount: \$ 9,000

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 March 12 and 14, 2024, as approved during the meeting of March 19, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Ernie Moser, Chair



Jeff Hough, Member

John Crowder, Member

ATTEST:



Jason C. Dixon, Clerk