



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, March 21, 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, Chief of Staff Braeden Clayson, and Attorney Brian Trammell (9:20 am)

## Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action item)</p> <p><b>Claims Agenda:</b></p> <ul style="list-style-type: none"> <li>• Board of Ambulance District: Invoices and Commissioner Report</li> <li>• Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>• Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>• Payroll Report</li> <li>• Alcohol Licenses and Permits</li> <li>• Certificate of Residency Approval</li> <li>• Mileage Reimbursement Requests</li> <li>• Technology Request Form</li> <li>• Memorandum Authorization for Accounts Payable</li> <li>• Cardholder User Agreement and Authorization</li> </ul> <p><b>Work Session Agenda:</b></p>
2	<ul style="list-style-type: none"> <li>• Scott Crowther, Business Manager and Event Director, requesting contract review and signatures on (1) Rental Agreement with the Mike Johnson Vegas Tuffest Qualifier Event (2) Rental Agreement District 8 Idaho High School and Jr. High Rodeo, (<b>AMENDED to include</b>) (3) discussion pertaining to a website proposal and; (4) signature on CAT rental (requested 10 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Daniel Kendall, Facilities Director, providing a monthly facilities update (requested 10 minutes)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Emma Iannacone, Public Information Officer, regarding a summary of public input pertaining to the 2040 Comprehensive Plan (requested 10 minutes)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Kristi Klauser, Comptroller, regarding an ARPA update (requested 10 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Shanda Crystal, Chief Procurement Officer, request to discuss 1) a recommendation to award the Architectural Services for 1-year Request for Qualifications, 2) potential signature on a contract for architectural services, 3) potential signature on a contract with Conrad and Bischoff for bulk fuel, and 4) a procurement update (requested 10 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Hal Jensen, Planning and Development Director, request for potential signature on a termination letter for Cityworks permitting software (requested 10 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>• Kiel Burmester, Public Works Director, request to 1) ratify a Western States Cat Sales Agreement regarding Solid Waste’s new compactor, 2) discuss Road &amp; Bridge – Sandbag Preparation for Potential Flooding, 3) Noxious Weed – Fee Waiver No Spray Permit, 4) Solid Waste processes, and 5) Fee Waiver – Roadside Clean-up (requested 30 minutes) (action item)</li> </ul>
9	<ul style="list-style-type: none"> <li>• Signature on Letter of Support for Idaho Department of Transportation (action item)</li> </ul>

## Meeting Notes

- 1 8:59 AM Moser called the meeting to order. Hough moved to enter into the Board of Ambulance. The motion passed. Hough moved to approve the invoice and exit the Board of Ambulance. The motion passed. Hough moved to approve the invoices as presented. The motion passed. Hough moved to approve the payroll report. The motion passed. Discussion ensued on exceptional placement.
- 2 9:05 AM Crowther reviewed District 8 rodeo event. A fee waiver of half the fees was given in the past and it is requested again. Hough moved to approve the contract with District 8 Rodeo with a fee waiver of \$920. The motion passed. Crowther reviewed the Mike Johnson Vegas Tuffest Qualifier event. Hough moved to approve the contract. The motion passed.  
9:09 AM Crowther reviewed the lift rental contract. Hough moved to authorize the rental agreement with CAT for a lift for 30 days and authorize signature once the contract is received. The motion passed.  
9:11 AM Crowther reviewed a bid to revamp the website and funding. Hough moved to approve the contract up to \$25,000 as discussed. The motion passed. The contract will be brought back.
- 3 9:16 AM Kendall gave updates on rain gutter issues, sewer back-up at the Annex, courtroom water damage repair, DMV counters, alarm system, museum, and 6<sup>th</sup> Street engineering.
- 4 9:25 AM Also present were Planning Director Hal Jensen, Assistant Planning Director Tristan Bourquin, and Subdivision Planner Alisse Foster. Iannacone reviewed stats on public involvement for public involvement and outreach for the comprehensive plan. The solar issue was going on at the same time which skewed some of the information, especially regarding growth. Iannacone reported on survey results.
- 5 10:47 AM Klauser updated the ARPA project spreadsheet, some projects need finalized with scopes of work or dates. Discussion included forensics, cameras, east entrance estimates, expenditure categories, boilers, vehicles, purchasing leases, meeting rooms at fairgrounds, veterans' projects, and ISP kids.  
11:15 AM Klauser will get vehicle lease payoff amounts pulled together, and will have the fair building amount by the next meeting. An estimate for a building at the Event Center will need done.
- 6 9:52 AM Crystal explained the architectural contract is not ready and the fuel contract has not been received back from the contractor. Updates on procurement projects were given.
- 7 9:42 AM Jensen shared comments received regarding the permitting system, and explained an increase of turnaround time due to lack of communication in the system. They are requesting the County not renew the CityWorks contract. They still have OpenGov. Hough moved to approve the termination of the PLL portion of CityWorks, to authorize other departments to look at the asset portion of OpenGov, and to authorize signature when the letter is updated. The motion passed.
- 8 9:54 AM Burmester reviewed the purchase of a CAT compactor, which is onsite already. The compactor went down, and with the immediate need, the contract was signed and now needs ratified. Hough moved to authorize and ratify the contract with CAT as discussed. The motion passed.  
9:56 AM Emergency Management Director Wes Jones also appeared. Burmester explained there have been requests for sand bags with the snow melting and increase in water levels. Last year, 8,331 bags were given out. It is estimated around 209 tons of sand was used making a cost \$1,800. They have 47,000 bags available and sand is ready. If there's an emergency, a skid steer attachment is available to fill and tie bags. Jones reported on a regional sand bag project in Bingham County that we have access to more bags. Hough moved to authorize disbursement of sandbags. The motion passed.  
10:04 AM Noxious Weed Supervisor Kathy Dahlke appeared. Burmester reviewed a new electronic process for no spray permits. The applicant has to maintain the right of way for weeds. With the new change, he requested a waiver of the newly implemented fee for 35 people who have already had permits for years. Hough moved to authorize sending letters for the program. The motion passed.

10:18 AM Management Assistant Aubri Lewis and Landfill Operations Manager Dillon Evans appeared. Free days for disposal were discussed, along with McCammon becoming a transfer station only. Lewis reviewed the free day visit numbers. A meeting will be schedule with mayors.

10:30 AM Burmester requested a waiver for groups that clean up county road sides a few times per year. Bags, vests, and signage are provided. Hough moved to approve a fee waiver request form as discussed. The motion passed. Discussion ensued on slash piles, branches from storms, burn permit, having a program for disasters, locations for burning slash, and looking into a way to use the slash.

- 9 10:47 AM A support letter for IDT for bridges in Inkom was reviewed. Hough moved to sign the letter of support for ITD. The motion passed.
- 10 11:02 AM Moser reviewed the public hearing is for forensic pathology fees. Hough moved to open the public hearing. The motion passed. There were no members of the public present for comment. Hough moved to close public hearing. The motion passed. Crowder shared concerns that the fees are not going to cover costs for the autopsies. Ada County averages one autopsy per day. He is not interested to approve a fee and subsidize other counties. Hough explained the funds from the state are going help fund the start-up and testing of the process. The fees for the subscription model will be determined later. He would like to move forward at this point in time. Moser has concerns about subsidizing, and state money is still tax payer money. Crowder feels the funds can be better spent if the funds allocated for forensics were cleared up. Crowder advised not go forward with forensic lab. Hough moved to approve fees and move forward until future conversations are had. Moser would like to table the matter to Tuesday. The motion died.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit Board of Ambulance and invoice, Commission report and invoices, payroll report	Clerk/Auditing
Approved fee waiver of \$920 for District 8 Rodeo; contract for Mike Johnson Vegas Tuffest Qualifier; lift rental agreement with CAT; approved \$25,000 contract for website design with carbonhouse.	Parks & Rec
Approved letter of non-renewal of PLL portion of CityWorks, and for other departments to look at the asset portion of OpenGov.	Planning/Public Works/IT
Approved compactor contract with CAT.	Landfill
Approved sandbag disbursement.	Public Works/OEM
Approved waiving no spray fee for established permit holders.	Noxious Weed
Approved fee waiver request form for county roadside clean up.	Landfill
Approved letter of support for ITD bridges.	Staff
Tabled fee establishment for forensic pathology.	Staff