



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, March 28, 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

Agenda Details

AGENDA	
1	Claims Meeting and Work Session (action item) Claims Agenda: <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
	Work Session Agenda:
2	<ul style="list-style-type: none"> • Marnie Spencer, University of Idaho Extension, seeking to thank the Commissioners for the support they give to the University of Idaho Extension in Bannock County
3	<ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, seeking approval of and signature on rental agreement with Cavallo Equestrian Arts, LLC (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Sean Williams, owner of the property at 805 N. Main, requesting to discuss options for a tax exemption with the commissioners (requested 10 minutes) (action item)
5	<ul style="list-style-type: none"> • Bonnie Hansen, requesting to re-apply for a variance and have the application fee waived (requested 10 minutes) (action item)
6	<ul style="list-style-type: none"> • Charity Staggs, SICO, requesting approval to submit Bureau of Land Management Good Neighbor Authority Grant (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, seeking to provide a procurement update
8	<ul style="list-style-type: none"> • David Martinez, Public Defender, seeking to discuss exceptional placement with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
9	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, seeking to provide and discuss an ARPA update (requested 10 minutes) (potential action item)
10	<ul style="list-style-type: none"> • Clark Bitton, Portneuf Health Trust, seeking to discuss potential property tax exemptions for Portneuf Health Trust (requested 20 minutes) (action item)
11	<ul style="list-style-type: none"> • (AMENDED to include) General Discussion about forensic pathology (action item)

Meeting Notes

- 1 9:00 AM Moser called the meeting to order and noted the agenda was amended. Hough moved to approve the amended agenda. The motion passed. Hough moved to approve the invoices and Commission report. The motion passed. Hough moved to approve the salary forms. The motion passed.
- 2 9:03 AM Extension Educator Reed Findlay and Nikola Betts also appeared. Spencer explained she supervises the extensions in eastern Idaho. There was a resignation of an extension educator and she requested support for hiring, which will be a U of I employee. The programs were reviewed.
- 3 9:08 AM Crowther reviewed an event for an equestrian circus. The contract is full fee. Hough moved to approve the contract. The motion passed.
- 4 9:10 AM Williams is back looking for a property tax break while developing a business plan while no income is being generated. Taxes could be risen once he is able to generate income on the property. Williams discussed things he has tried, such as leases and offering the property for sale. He will have to pay for a buildout and requests a break.
9:16 AM Treasurer Jen Clark and Chief Deputy Treasurer Misty Katsilometes appeared. The taxes are current. Moser reported this is not something typically done and would be a bad direction to go. Hough moved to deny the request. The motion passed.
- 5 9:18 AM Assistant Planning Director Tristan Bourquin and Subdivision Planner Alisse Foster were also present. Hansen explained a variance was filed for in October 2023, and she was not notified for attendance at the hearing, so the variance was denied. She requested a fee waiver to hold the hearing again.
9:18 AM Bourquin shared Council didn't have enough information to consider the variance and it was removed from the agenda. Fees for public notice are \$550. Council had questions that couldn't be answered by staff. There appears to be a communication error in the electronic system. Council meetings have to be noticed. Crowder moved to allow a fee waiver to agenda the matter again. The motion passed.
- 6 9:22 AM Staggs requested approval to submit the application for the Good Neighbor Authority Grant. Hough moved to approve the grant submission as requested. The motion passed.
- 7 9:23 AM Crystal gave updates on procurement projects.
- 8 9:26 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) to consider personnel. The motion passed by roll call vote.
9:33 AM Hough moved to exit the executive session. The motion passed.
- 9 9:34 AM Klauser reviewed changes to the ARPA project list. Business and Events Director Crowther shared the Fair Board requested to increase the request for the barn to \$500,000. Facilities Director Dan Kendall reviewed the current status of the buildings and safety for the public. Hough moved to tear down the buildings and come forward with options for development of the area up to \$600,000 from ARPA. The motion passed. Klauser will allocate \$100,000 separately for demolition as its own project. Project estimates need to be completed.
- 10 9:48 AM Shaun Menchaca also appeared. Portneuf Health Trust (PHT) is a non-profit with a mission to improve health in the region. He reviewed the structure of the company. The hospital sale in 2009 was really a merger.
9:54 AM Parcel ownership, partial ownership, and creation of a community benefit fund were reviewed. The exemption was denied last year, but PHT questions if their mission is understood. The new application due April 15 will be applied for under charitable organizations. Revenue derived from real

property rent or leases goes toward the mission of the trust. Moser pointed out the Board denied churches an exemption for portions of property rented out and gave other examples. It's tough to evaluate some of the applications. Tax payers should not be subsidizing some of these things.

10:03 AM Menchaca will respect any decision. He shared PHT is the biggest community contributor, tenants, space occupied by PHT, mental health champions, charging rent, and businesses that support the mission. PHT will fill out applications and meet to answer any questions.

- 11 9:33 AM Moser disclosed a phone call with the governor's office that requested the forensic pathology discussion hold off for one week.
- 12 Cancelled.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda, invoices, Commission reports, and salary forms.	Auditing/Clerk
Approved event contract with Cavallo Equestrian Arts.	Parks & Rec
Denied request for tax exemption/break for 805 N. Main.	Staff
Approved waiving fee to agenda Hansen variance.	Planning
Approved submitting grant application for Good Neighbor Authority grant.	Grant Team/OEM
Approved entry/exit executive session.	Clerk
Approved building demolition at fairgrounds with \$100,000 from ARPA and increase to \$500,000 for fairgrounds barn.	Fair/Auditing