



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Tuesday, April 9, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Brian Trammell

### Agenda Details

AGENDA	
1	Board of County Commissioners Regular Business Meeting (action items) MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
3	<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 and 2) potential signature on a contractor for architectural services (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Kristi Klauser, Comptroller, request the approval of unemployment billing for quarter 1 of 2024 with a potential Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
5	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution No. 2024-26 Approving Tax Cancellation Requests
6	<b>CONSENT AGENDA (action items):</b> <ul style="list-style-type: none"> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</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>Technology Forms</li> <li>Minutes: Approval of Meeting Minutes from March 26 and 28, and April 2, 2024 and Certification of Said Minutes</li> </ul>
7	Bid Opening Chip Seal Aggregate Material (action item)

### Meeting Notes

- 9:00 AM Moser called the meeting to order.
- No business.

- 3 9:01 AM Facilities Director Dan Kendall also appeared. Crystal recommended awarding a one-year architectural services contract, after negotiations, to Booth Architecture. Hough moved to award the bid to Booth Architecture. The motion passed.  
9:02 AM Crystal requested contract approval for Booth. Hough moved to sign the contract. The motion passed.
- 4 9:03 AM Klauser reviewed the quarterly unemployment billing. Hough moved to approve the unemployment report for the first quarter. The motion passed.
- 5 9:04 AM Moser reviewed the resolution. Hough moved to approve Resolution Number 2024-26. The motion passed.
- 6 9:05 AM Moser reviewed the consent agenda included memorandums, salary forms, and minutes. Hough moved to approve the consent agenda. The motion passed.
- 7 11:00 AM Moser reviewed the bid solicitation for chip seal aggregate material. Crystal unsealed the bids. Crystal reviewed the bid options requested and bids received from:

Green Dream International

1. Spec material delivered: \$44.06
2. Spec material picked up: \$22.66
3. Alternative spec material delivered: None
4. Alternative spec material picked up: None

Sunroc Corp, DBA Depatco

1. Spec material delivered: \$42.00
2. Spec material picked up: \$24.25
3. Alternative spec material delivered: \$34.75
4. Alternative spec material picked up: \$17.00

Hough moved to accept the bids and take them under advisement. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved bid award and contract to Booth Architecture.	Procurement
Approved unemployment report.	Auditing
Approved Resolution No. 2024-26 Approving Tax Cancellation Requests.	Staff
Approved consent agenda.	Auditing/Clerk
Accepted bids for review from Green Dream International and Sunroc Corp, DBA Depatco for chip seal aggregate material.	Procurement/Public Works

In the Matter of APPROVING )  
TAX CANCELLATION REQUESTS )

R.S. No. 2024-26  
April 9, 2024

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on April 2, 2024; and

WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

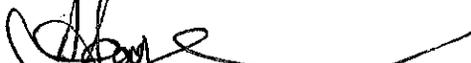
NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is hereby authorized and directed to cancel the following on the tax rolls as listed by year:

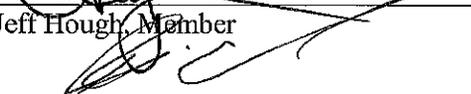
- (1) At the request of Assessor Anita Hymas, in a letter dated March 27, 2024, for cancellation of **market value** for the **2023** tax year.

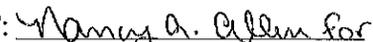
PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPWS1001300	Wood, Taylor	Error on occupancy date	\$18,884

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chair

  
Jeff Hough, Member

  
John Crowder, Member

ATTEST:   
Jason C. Dixon, Clerk

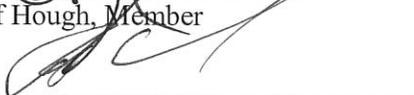
**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the date of March 26 and 28, and April 2, 2024, as approved during the meeting of April 9, 2024.

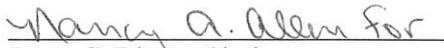
BOARD OF BANNOCK COUNTY COMMISSIONERS

  
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Ernie Moser, Chair

  
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Jeff Hough, Member

  
\_\_\_\_\_  
John Crowder, Member

ATTEST:

  
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Jason C. Dixon, Clerk