



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, April 11, 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 and Comptroller Kristi Klauser

Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action item)</p> <p>Claims Agenda:</p> <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 <p>Work Session Agenda:</p>
2	<ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, seeking approval of and signature on contracts with (1) BCRA – Non-Profit Barrel Race; (2) Randy’s Tumbling – Extravaganza Showcase, and; (3) Randy’s Tumbling – Harvest Lantern Festival (requested 15 minutes) (action items)
3	<ul style="list-style-type: none"> • Charity Staggs, SICO, seeking to update the Commissioners on the Lava Ranches Fuels Reduction Phase 2 pending application and requesting guidance (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Dillon Evans, Bannock County Landfill, requesting to discuss a plan and the costs to provide dumpsters and hauling for free days with PSI Waste Management for cities in South Bannock County (requested 15 minutes) (action item)
5	<ul style="list-style-type: none"> • Kiel Burmester, Public Works Director, regarding a current status update and direction to proceed on (1) the Bannock County Fleet Services Policy and Procedures Manual; (2) Snow Groomer/Winter Summary, and; (3) Open Gov- Asset Management (requested 30 minutes) (action items)
6	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, seeking to provide a procurement update (requested 5 minutes)
7	<ul style="list-style-type: none"> • Braeden Clayson, Chief of Staff, seeking to update the Commissioners on a potential commission chamber remodel (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, regarding (1) an ARPA update, and; (2) a discussion pertaining to the Fiscal Year 2025 budget (requested 10 minutes) (action item)

9	<ul style="list-style-type: none"> • Hal Jensen, Planning and Development Director, requesting a discussion pertaining to changing the job of Building Official to Building Inspector (requested 10 minutes) (action item)
10	<ul style="list-style-type: none"> • Rose Rabe, requesting to talk to the Commissioners about property taxes with possible Executive session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code with potential action following adjournment of Executive Session (action item)

Meeting Notes

- 1 1:30 PM Moser called the meeting to order. Hough moved to approve the Commission report and invoices. The motion passed. Hough moved to approve the salary forms. The motion passed.
- 2 1:40 PM Cody Hyde was also present. Crowther reviewed a fee reduction was given for BCRA last year and they did a fundraiser to donate back to the County. They are requesting a 50% reduction. Hough moved to approve the fee reduction for the BCRA. The motion passed.
1:42 PM Drurene Bybee from Randy's Tumbling appeared. Crowther explained they want to do a showcase in the amphitheater. Hough moved to approve the contract. The motion passed. Crowther reviewed the success of last year's Lantern Festival and they would like to, again, rent the championship field and two pavilions at full fees, but also need to use the lake. Bybee questioned having a hot air balloon and discussed insurance. Hough moved to approve the Harvest Lantern Festival and hot air balloon. The motion passed.
- 3 1:51 PM Emergency Services Director Wes Jones also appeared. Staggs reported that IDOL contacted her while rating the applications. IDOL indicated that funding was limited and proposed to fund Lava Ranches, formerly Ninemile, at half. Hough moved to accept the potentially smaller award. The motion passed.
- 4 1:53 PM Management Assistant Aubri Lewis, Public Works Director Kiel Burmester, Landfill Manager Dillon Evans, Casey McDaniel from PSI, Arimo Mayor Lonnie Gunter, and McCammon Mayor Karlene Hall were present. PSI was contacted to inquire if there was interest in supporting the free landfill days for the south cities. The cost for four dumpsters delivered all on one day and picked up on another would be \$6,080. The other option is to deliver two at once and swap a few days later at \$4,960. These quotes are for once per year. 1:57 PM Discussion ensued on timing, paying half the cost and number of times. Hough moved to authorize up to \$3,040 for the dumpsters for a free day. The motion passed.
- 5 2:02 PM Assessor Anita Hymas, Sheriff Tony Manu, Facilities Director Dan Kendall, and Coroner Torey Danner also appeared. Burmester reviewed starting point to improve county's fleet. Use software for recommendations to Board, reviewed policy, right-sizing departments, setting parameters for vehicle choice, base model, replacing like/kind, ordering through fleet management. Any requested changes should be sent to Burmester for review next week.
2:15 PM Burmester reported on the progress of the snowmobile department. The budget has been spent at 65%, and there are some repair items that will be looked into.
2:21 PM Business Manager Scott Crowther, Chief Technical Officer Adam McKinney, Facilities Director Dan Kendall, and Assistant Public Works Director Tristan Bourquin were present. Burmester discussed asset management and that CityWorks was discontinued. PubWorks is being utilized again temporarily, but it is not web based. A demo was completed for Opengov. CityWorks is complicated, takes too much time, and requires a full-time employee, which GIS has been doing. Opengov does not require an employee. Parks and Rec and IT do not require asset management software, but maintenance would benefit from it. Kendall will complete a demo. The annual cost is \$36,000, with a \$60,000 startup cost. Moser moved to go forward with implementation, identify funds and determine if maintenance will utilize the software. The motion passed.
- 6 2:55 PM Crystal gave an update on procurement projects.

- 7 2:37 PM Facilities Director Dan Kendall and Chief Technical Officer Adam McKinney appeared. Discussion ensued on remodeling the chambers. Kendall suggesting using Room 118 for the chambers. Moser moved to approve up to \$110,000 for the project. The motion passed.
- 8 3:07 PM Klauser reviewed the department memo to be sent with budget sheets. Hough explained he's working with a group to come up with a comparable salary table. There are some hot spots to address right away. A three-step plan has been developed for implementation over a three-year period. First, is to condense the steps from ten back to five, as the assumption is it takes five years to be proficient in a position. With that, all positions would be hired at step one with the option, after 90 days, to increase the step based on a determination of knowledge. The second phase would be putting in an annual COLA, which will help address those at max. The third phase, based on budget availability, is to provide a one-time bonus for departments to distribute as they see fit for their department. The budget letter contents were discussed.
- 3:16 PM Klauser reviewed ARPA spreadsheet with revised costs, dollars spent, funds left to allocate, and the backup list. Moser proposed using \$1 million for a building with offices at the fairgrounds after the building demolition on top of the \$600,000 already allocated. The history of the buildings/land was discussed.
- 3:21 PM The list was reviewed for projects to cut and add.
- 9 3:01 PM Jensen disclosed there has been a staff resignation. He reviewed the request to change the building official to an inspector with the opportunity to grow toward a building official with education. Hough moved to approve the position change as discussed. The motion passed.
- 10 2:45 PM Chief Deputy Treasurer Misty Katsilometes appeared. Rabe shared she is unemployed, her income, being a caregiver for family members, and that she is unable to pay insurance and taxes. Katsilometes suggested payments and applying for PTR. The Board directed Rabe to set up payments with the Treasurer for taxes. Taxes cannot be forgiven at this point and the property is not in jeopardy. Rabe disclosed the home is for sale.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Commission reports, invoices, and salary forms.	Auditing
Approved BCRA contract at half price and two contracts for Randy's tumbling.	Parks and Rec
Approved reducing funding request for Lava Ranches fuels reduction.	OEM/Grant Team
Approved up to \$3,040 for dumpsters from PSI for free landfill day for Arimo, Lava, Downey, and McCammon.	Landfill
Approved implementing Opengov asset management with funding determination.	Public Works/Maintenance
Approved up to \$110,000 for chamber remodel.	Maintenance
Approved changing building official to inspector.	Planning/HR
Owner to set up payments for parcel RPRCSU2000900.	Treasurer