



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, April 16, 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, Attorney Brian Trammell, and Chief of Staff Braeden Clayson

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"> 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"> Kristi Klauser, Comptroller, seeking signature on cancellation letter (action item)
4	<ul style="list-style-type: none"> Shanda Crystal, Chief Procurement Officer, requesting to discuss (1) a recommendation to award the Chip Seal Aggregate Material Invitation to Bid, and; (2) a potential signature on a Bulk Fuel contract with Parkland USA Corp dba Conrad & Bischoff (requested 5 minutes) (action items)
5	<ul style="list-style-type: none"> Kiel Burmester, Public Works Director, seeking review and possible acceptance of the Bannock County Fleet Services Policy and Procedures Manual (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> Buddy Romriell, Public Works Assistant Director, regarding exceptional placement for a returning Noxious Weed Seasonal employee – 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)
7	SIGNATURE ONLY (action items): March 2024 Commissioner Proceedings
8	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 April 4, 9, and 10, 2024, and Certification of Said Minutes
9	Bid Opening for Fireworks Display Request for Proposals (action item)
10	Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)

Meeting Notes

- 1 9:00 AM Moser called the meeting to order.
- 2 9:00 AM Community Resources and Advocacy Director Shantal Lauulu presented applications for cremation assistance for case numbers 20240020 and 20240017. Hough moved to approve case 20240020 and deny case 20240017. The motion passed.
- 3 9:02 AM Klauser reviewed the intent not to renew the lease query software as it did not work well. WIPFLI will be tracking leases. Hough moved to authorize the chairman's signature on the letter. The motion passed.
- 4 9:03 AM Public Works Assistant Director Buddy Romriell also appeared. Crystal recommended to award the chip seal ITB to Sunroc DBA as Depatco for the alternative spec quote. Hough moved to award the contract to Sunroc DBA Depatco. The motion passed.
9:05 AM Crystal recommended, after previously awarding the bid, to sign a contract for bulk fuel with Parkland USA Corp DBA Conrad and Bischoff. Hough moved to approve the contract with Conrad and Bischoff. The motion passed.
- 5 9:07 AM Public Works Assistant Director Buddy Romriell appeared and sought approval for the fleet services policy previously discussed. The draft was sent out and positive responses were received and a few changes were made. Moser questioned smokeless tobacco being included in the no smoking policy. Hough moved to approve the Fleet Services Policy and Procedures Manual with the addition of smokeless tobacco to the no smoking section. The motion passed.
- 6 9:10 AM Romriell reviewed an exceptional placement request for a seasonal employee coming back for the third year. Hough moved to approve the exceptional placement. The motion passed.
- 7 9:13 AM Hough moved to approve the Commissioner proceedings publication. The motion passed.
- 8 9:14 AM Hough moved to approve the consent agenda, which included certificates of residency and minutes. The motion passed.
- 9 11:00 AM Moser reviewed the Fireworks Display RFP. Crystal released the bids. Hough shared there was one bid received from Acme Pro Pyro for \$100,000. Hough moved to accept the bid and take it under advisement. The motion passed.
- 10 11:03 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 11:15 AM Hough moved to exit executive session. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved case number 20240020 for cremation assistance and denied case number 20240017.	Indigent
Approved letter of intent not to renew for lease query.	Auditing
Awarded chip seal bid to Sunroc DBA Depatco.	Procurement/Public Works
Approved contract with Conrad and Bischoff for bulk fuel.	Procurement/Public Works
Approved Fleet Services Policy and Procedures Manual.	Public Works
Approved exceptional placement for seasonal/temp employee.	Public Works
Approved March 2024 Commissioner Proceedings publication.	Clerk
Approved consent agenda.	Clerk
Accepted fireworks bid for review from Acme Pro Pyro.	Procurement
Approved entry/exit executive session – personnel.	Clerk

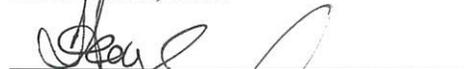
**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of April 4, 9, and 10, 2024, as approved during the meeting of April 16, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Ernie Moser, Chair



Jeff Hough, Member



John Crowder, Member

ATTEST:



Jason C. Dixon, Clerk