



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, April 18, 2024
Commissioners present:	Jeff Hough and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	Ernie Moser
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Chief of Staff Braeden Clayson

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
2	Work Session Agenda: <ul style="list-style-type: none"> • Daniel Kendall, Facilities Director, providing a monthly facilities update
3	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, requesting to provide a procurement update
4	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, regarding (1) a signature on Tyler Amendment, and; and ARPA update (action items)
5	<ul style="list-style-type: none"> • (AMENDED to include) Discussion pertaining to seeking external legal services (potential action item)

Meeting Notes

- 9:00 AM Hough called the meeting to order. Hough moved to enter the Board of Ambulance. The motion passed. Crowder moved to approve the invoices and exit the Board of Ambulance. The motion passed. Hough moved to accept the Commission report. The motion passed. Hough moved to approve the payroll report. The motion passed. Hough moved to approve the salary forms. The motion passed. Hough moved to approve the ARPA invoices. The motion passed. Hough moved to approve one certificate of residency and deny one certificate of residency as listed. The motion passed.

- 2 9:04 AM Kendall reported on engineering, elections ADA door, museum floors, fire inspection report, sewer line break, Lander building, mowing, a new hire, starting the A/C season.
- 3 9:10 AM Crystal gave updates on procurement projects, road striping, concert production, fuels reduction, 6th Street renovation, and the fireworks display. She questioned the bid for the metal shell being used for other ARPA projects such as the Fairgrounds barns or to cancel the bid. 9:12 AM Discussion was had on using the bid for the Fairgrounds or Event Center.
- 4 9:14 AM Klauser reviewed the Tyler amendment that signed April 2, but was revised to show a credit. Crowder moved to authorize Hough to sign. The motion passed.
9:15 AM Klauser reported on description edits for a media list. There have been webinars regarding the change in obligation dates and she will give an update once she is confident with the information. Crowder moved to approve the ARPA list. The motion passed.
- 5 Cancelled.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit Board of Ambulance and claims, Commission report, payroll report, salary forms, ARPA invoices, and one certificate of residency; and denied one certificate of residency.	Clerk/Auditing
Approved Tyler contract amendment.	Auditing
Approved updated ARPA project list.	Auditing