



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, May 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 and Chief of Staff Braeden Clayson

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 (1) review and signature upon approval on Rental Agreement for the Idaho Interscholastic Cycling League; (2) review and signature upon approval on Contract with Idaho State Rodeo Association; (3) discussion about renting a sod cutter for the Event Center and Championship Field, and; (4) discussion about meeting with Idaho Power (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, requesting to discuss (1) a recommendation to award Concert Production Services Request for Proposal, and; (2) a procurement update (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Daniel Kendall, Facilities Director, providing a monthly facilities update
5	<ul style="list-style-type: none"> • Dave Martinez, Public Defender, regarding a conversation about the Public Defense space and materials (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • Discussion pertaining to the future of the Lander building (requested 5 minutes) (action item)
7	Bid Opening for Road Striping Material and Labor Invitation to Bid (action item)
8	Quarterly Jail Inspection per Idaho Code Section 20-622 with potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel and under Idaho Code §74-206(f) to communicate with legal counsel regarding pending litigation or controversies not yet being litigated but imminently likely to be litigated with potential action item following the adjournment of Executive Session (action item) <i>NOTE: This meeting will be held at 5800 S. 5th Avenue, Pocatello, Idaho.</i>
9	Assessor Review (potential action item)
10	Interview for Planning Council with possible Executive Session under Idaho Code §74-206(1)(a)&(b) with potential action following adjournment of Executive Session (action item)

Meeting Notes

- 1 9:00 AM Moser called the meeting to order. Hough moved to enter into the Board of Ambulance. The motion passed. Hough moved to approve the invoice and exit the Board of Ambulance. The motion passed. Hough moved to approve the Commission report and invoices. The motion passed. Hough moved to approve the intern form for The Village. The motion passed. Hough moved to approve the payroll report. The motion passed.

- 2 9:07 AM Norma Bunce appeared. Crowther reviewed the event is for a state riding competition. The fee of \$500 was waived in the past, but the request is a fee reduction of half. Hough moved to approve the ISRA contract with a 50% fee reduction at \$250. The motion passed.

9:13 AM Crowther reviewed the contract for the Idaho Interscholastic Cycling League. Alex Phipps appeared and reviewed the facility usage. Hough moved to approve the rental agreement with the Interscholastic Cycling League. The motion passed.

9:16 AM Crowther reported the grass on Century High School's football field will not cover the needs. He met with Pocatello Sod and explained some options. Discussion ensued on sod, sand, funds, and field usage. Dave Martinez explained football destroys field and the pitch is terrible on the championship field. Crowther will put together a plan and come back.

9:39 AM Public Works Director Kiel Burmester and Assistant Director Buddy Romriell appeared. Crowther reviewed meeting with Idaho Power and proposed to utilize their vacant lot for paid parking for concerts. This would require a gravel road. Idaho Power suggested with upgrades to parking lot, granting use for two years for free and then lease for \$1,000 per year for three more years. Burmester reported staff could put in the road and run gravel. Hough moved to approve moving forward with this option for the Idaho Power deal. The motion passed.

- 3 9:46 AM Business Manager and Event Director Scott Crowther also appeared. Crystal recommended awarding the concert production services RFP to Voltstar for a three-year contract. Hough moved to approve awarding the bid contract to Voltstar. The motion passed.

9:52 AM Crystal gave an update on procurement projects. 9:54 AM Facilities Director Dan Kendall joined as Moser explained the 6th Street bids came in over budget. He suggested removing the Road and Bridge roof from the ARPA list to put those funds toward this project. Dixon suggested the roof could be budgeted in PILT next year. Moser moved to accept the bid and move forward to award the project to CM Company, and if additional funds are needed that other ARPA project funds be used, specifically, the roof for now. The motion passed.

- 4 10:07 AM Kendall gave updates on facilities.

- 5 10:16 AM Management Assistant Janelle Christensen also appeared. Martinez reviewed a list of assets from the county or grant.

- 6 10:26 AM Dixon discussed options to sell the Lander building with auction, an attorney, or listing with a realtor. He recommended to auction the property with a minimum bid set after a market analysis. Hough moved to authorize the Clerk to work with Prime Time to put the Lander building up for auction. The motion passed.

- 7 10:01 AM Moser reviewed the solicitation for road striping material. Procurement Officer Shanda Crystal unsealed the bids. Hough reviewed one bid from All Star Striping:

	Materials and Labor:	Materials only:	Application labor only:
Yellow Traffic Paint	\$128,250	\$141,075	
White Traffic Pain	\$41,850	\$46,035	
Glass Beads	\$38,304	\$42,336	
Application Labor	\$196,000		\$196,000

Hough moved to accept bids to take into consideration. The motion passed.

- 8 The jail tour consisted of reviewing a report from the Idaho Sheriff’s Association after an inspection on May 14, 2024.
- 9 12:59 PM Assessor Anita Hymas, Appraiser Jason Hooker, Management Assistant Kristi Davenport, and Analyst Joshua Stokes appeared. Hymas reported assessment notices will be out on time, and hopefully in the next ten days. Changes to the notice form were reviewed. The goal is to be within the range with the final ratio study in July.
1:03 PM Stokes reviewed the market analysis and shared that the market is slowing down.
1:22 PM Hooker explained that commercial will be the wild card this year. Value adjustments were previously made as a whole and after research, will be adjusted by what type of business.
1:37 PM Hymas thanked staff for pushing hard to get notices out early.
- 10 1:38 PM Planning Director Hal Jensen was present. Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 2:03 PM Hough moved to exit executive session. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit Board of Ambulance and invoice, Commission report, invoices, salary form, and payroll report.	Clerk/Auditing
Approved fee reduction for ISRA state competition.	Parks and Rec
Approved contract with Idaho Interscholastic League.	Parks and Rec
Develop plan for championship field sod and users.	Parks and Rec
Approved moving forward with Idaho Power parking lot lease.	Parks and Rec
Approved awarding concert production bid to Voltstar.	Procurement/Parks & Rec
Approved award 6 th Street project to CM Company and utilize ARPA funds allocated to roof.	Procurement/Maintenance/Auditing
Approve auctioning the Lander building after determining minimum bid through market analysis.	Clerk/Auditing
Accepted road striping bid for review.	Procurement/Road & Bridge
Approved entry/exit executive session – personnel.	Clerk