



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, June 27, 2024
Commissioners present:	Ernie Moser and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action items)</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	<p>BOARD OF AMBULANCE DISTRICT</p> <ul style="list-style-type: none"> • Connie Wynn, representing Marsh Valley Pioneer Day Rodeo, requesting to waive the ambulance fees for the Marsh Valley Pioneer Day Rodeo for July 12 and 13, 2024 (action item)
3	<p>BOARD OF COUNTY COMMISSIONERS</p> <ul style="list-style-type: none"> • Timothy Solomon, PacifiCorp, seeking to provide a general update on the company and to discuss wildfire enhanced safety measures
4	<ul style="list-style-type: none"> • Charity Staggs, SICOG, regarding (1) update on the BLM Good Neighbor Grant, request to approve award and discuss on next steps, and; (2) presenting SICOG Grant Writing Contract for approval and signature (requested 10 minutes) (action items)
5	<ul style="list-style-type: none"> • (AMENDED to include) Signature on Resolution No. 2024-38 In the Matter of Bannock County Burn Ban on Open Fires (action item)
6	<ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, requesting (1) review and approval of the updated Vendor Agreement, and; (2) discussion about signature authorization (requested 10 minutes) (action item)
7	<ul style="list-style-type: none"> • Braeden Clayson, Chief of Staff, seeking to discuss ordinance needs requiring Sheriff's support between Planning and Development and Bannock County Weed Department (requested 10 minutes) (action item)
8	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, requesting to discuss (1) funding for a copier for Adult Probation and; (2) unanticipated retirement (requested 5 minutes) (action item)
9	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, providing a procurement update

10	• Signature on Independence Day Celebration Vendor Contracts
11	On the Record Review – Appeal of Council Decision (action item)
12	Great West Engineering Scale House Design Presentation
13	Board of Equalization and Administrative BOE Reviews throughout the day as needed (action items)

Meeting Notes

- 1 8:59 AM Moser called the meeting to order and reviewed an amendment to the agenda. Crowder moved to approve the agenda as amended. The motion passed. Klauser reviewed the Enterprise payoff came in higher than anticipated and suggested using PILT for the remainder. Crowder moved to approve the invoices, Commission reports and credit applications. The motion passed. Crowder moved to approve the salary form. The motion passed. Crowder moved to approve the payroll report. The motion passed. Crowder moved to approve the alcohol license. The motion passed.
- 2 9:04 AM Assistant Operations Chief Shane Grow reviewed a request for waiver of ambulance standby fees for the Pioneer Rodeo. The cost would be \$2,380 if staffed with off shift overtime. As in previous years, volunteers staff the ambulance so there is essentially no cost. Crowder moved to approve the waiver. The motion passed.
- 3 9:05 AM Solomon from Rocky Mountain Power reviewed enhanced safety measures are being developed with the fire season beginning. Utilities are facing heat blooms and fires grow faster. Plans were reviewed for wildfire protection, regional public safety power shut off, environmental conditions, and notification.
9:11 AM The process to determine to close a circuit was reviewed. Concerns were expressed for shutting off power.
- 4 9:32 AM SICOG representative Krystal Denney and Emergency Management Director Wes Jones appeared. Denney reported notification of award of the BLM grant and questioned utilization of SICOG and Joe McGuire for the project. Jones reviewed efficiency. Crowder moved to approve the request. The motion passed.
9:34 AM Denney reported the grant writing contract previously reviewed and has some edits and legal review. Crowder moved to approve the contract. The motion passed.
- 5 9:39 AM Emergency Management Director Wes Jones reviewed the burn ban process and requested implementation. Crowder moved to approve Resolution 2024-38. The motion passed.
- 6 9:42 AM Crowther updated the vendor agreement with changes to require authorization of staff for each event and to allow staff to sign. Crowder moved to accept the new contract. The motion passed. Crowther requested signature authorization for staff on agreements up to \$150 and signature and termination authority for full fee contracts for himself. Crowder moved to authorize the changes and authorizations. The motion passed.
- 7 9:59 AM Planning Director Hal Jensen, Assistant Public Works Director Buddy Romriell, Chief Deputy Sheriff Alex Hamilton, and Sheriff Tony Manu appeared. Jensen reviewed processes for code violation complaints, investigations, notification, and enforcement. The Sheriff allows a deputy to accompany staff to deliver violation notices.
10:03 AM Romriell reviewed violations such as trees over the road, landscaping in a right of way, and noxious weeds.
10:06 AM Dixon felt the position may not need to be full time and proposed part time, similar to the position in elections, 120 hours per month for five months and one month off. Discussion on time demand and number of complaints and investigations. Crowder indicated he is not in favor to fund a position and that they can use a deputy. Moser disagreed as they are not staffed to enforce properly. Manu explained a deputy is not versed on ordinances and violations unless an encounter transitions to a criminal act. Discussion ensued on violations, numbers, calls not being investigated, ordinance knowledge, enforcement, RV's parked long-term, homeless encampments, ordinance review, and growing needs.

- 8 10:25 AM Klauser requested using PILT to purchase a copier for Adult Probation to remedy the lease overages previously discussed. request PILT. Klauser requested to use contingency to cover an unanticipated retirement payout. A formal reallocation will be done by resolution.
- 9 9:51 AM Crystal gave updates on procurement projects.
- 10 9:51 AM Crowder moved to sign the Independence Day vendor agreements. The motion passed.
- 11 10:31 AM Planning Director Hal Jensen appeared. Moser reviewed the appeal of Planning Council’s denial of a variance permit from Rich Phillips. Moser explained that while Council is not obligated to tell an applicant what to present, rebuttal should be part of process. Jensen reviewed the typical process and procedure. In this case, the applicant was not provided the opportunity for rebuttal. The requirement from Council for a topographical map and survey has never been “required” in the five years he has been with the County. Applicant used the County maps as is typically done. Additional deliberations should take place and the applicant should have the opportunity to rebut.
10:34 AM Moser moved to remand the application to reevaluate, and let the individual come back in, that the applicant not be charged additional fees, and give the applicant the opportunity to present with full disclosure. The motion passed.
- 12 10:59 AM Engineer Stephanie Beckert from Great West Engineering and Landfill Manager Dillon Evans appeared. Discussion ensued on scale house options, topography issues, and traffic flow. Evans recommended option one. Moser moved to authorize Great Western Engineering to move forward with option one. The motion passed.
- 13 See Board of Equalization minutes.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda, invoices, Commission report, credit applications, salary form, payroll report, and alcohol license.	Auditing/Clerk
Approved Ambulance standby fee waiver for Pioneer Rodeo.	Ambulance
Approved BLM grant award and moving forward with SICOG and McGuire.	Emergency Management
Approved grant contract with SICOG for FY25.	Grant Team/EO
Approved Resolution No. 2024-38 In the Matter of Bannock County Burn Ban on Open Fires.	OEM
Approved updated vendor contract and authorizations for contract signatures.	Parks & Rec
Look at part-time code enforcement position.	Clerk/Auditing
Reallocation from PILT for copier and from contingency for retirement pay out.	Auditing/Resolution
Approved Independence Day vendor agreements.	Parks & Rec
Approved remanding Rich Phillips variance permit for full disclosure presentation/rebuttal without any additional fees.	Planning
Approved scale house design to move forward.	Landfill