



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, July 9, 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, and Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	Business Meeting (action item) BOARD OF COMMISSIONERS 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 approval to release the bond for CR Fence Co., LLC for the Cottonwood Fuels Reduction Project (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Shanda Crystal, Chief Procurement Officer, regarding (1) discussion of potential funding for the updates to the front of the Annex building; (2) a request for signature on an annual renewal of Bonfire software, and; (3) seeking signature on a contract with Rocky Mountain Boilers, Inc. for the Courthouse Boilers Request for Proposal (requested 10 minutes) (action items)
5	<ul style="list-style-type: none"> Kristi Davenport, Management Assistant, requesting signature on a Franklin County Facility Use Agreement (action item)
6	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2024-42 Designating County Roads for State Reimbursement
7	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 June 27 and July 2, 2024, and Board of Equalization Meeting Minutes for June 25, 26, 27, 28, and July 1 and 2, 2024, and Certification of Said Minutes
8	Discussion pertaining to potential litigation with possible Executive Session under Idaho Code §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement with potential action following adjournment of Executive Session (action item)

Meeting Notes

- 1 8:59 AM Moser called the meeting to order.
- 2 8:59 AM Community Resources and Advocacy Director Shantal Lauu presented case number 20240030 for cremation assistance. Hough moved to approve case number 20240030. The motion passed.
- 3 9:16 AM Klauser reviewed the request to release CR Fence Co’s bond for the Cottonwood project. Hough moved to approve the bond release. The motion passed.
- 4 9:00 AM Facilities Director Dan Kendall also appeared. Crystal reviewed the addition of the store front of the annex to the 6th Street project. Kendall explained that while there is an architect and building permit, the architect was requested to draw up a re-face of the annex. This addition was not included in the ARPA budget. It is requested to put out to bid and if it comes in under \$100,000, the building acquisitions fund can be used. Discussion ensued on the process and risks of not awarding or withdrawing a bid. The project will be put out to bid.
9:08 AM Crystal requested signature on a contract with Rocky Mountain Boiler. Hough moved to approve and sign the contract. The motion passed.
9:09 AM Crystal reviewed that OpenGov’s quote was double the cost for Bonfire, and after reaching out to them, they agreed to keep the cost the same as the last two years. Discussion ensued on impact of the software to the number of bids receive and time savings. Hough moved to approve the Bonfire renewal. The motion passed.
- 5 9:14 AM Davenport reviewed the agreement is for the District 5 Elected Officials meeting in Franklin County. Hough moved to approve the Franklin County facility use agreement. The motion passed.
- 6 9:18 AM Hough moved to approve Resolution 2024-42. The motion passed.
- 7 9:18 AM Moser reviewed the consent agenda included salary forms, certificate of residency, and minutes. Hough moved to approve the consent agenda. The motion passed.
- 8 11:00 AM Attorney Brian Trammell appeared. Hough moved to enter into executive session under Idaho Code §74-206(1)(f) to communicate with legal counsel. The motion passed by roll call vote. 11:31 AM Hough moved to exit executive session. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved case number 20240030 for cremation assistance.	Indigent
Approved releasing CR Fence Co’s bond for Cottonwood Fuels Reduction project.	Auditing/Procurement
Approved annex re-face bid solicitation; contract with Rocky Mountain Boiler for courthouse boilers; and Bonfire renewal.	Procurement/Maintenance
Approved Franklin County facility use agreement.	Commission Admin
Approved Resolution 2024-42 Designating County Roads for State Reimbursement.	Commission Admin
Approved salary forms, residency applications, and minutes through consent.	Clerk/Auditing
Approved entry/exit executive session – legal communication.	Clerk

RESOLUTION

WHEREAS, the following roads have been constructed to meet Bannock County Road and Bridge standards, are paved, and in good condition:

<u>Road</u>	<u>Length</u>	<u>Location</u>
Devonshire Drive	1,013 feet	Westfield Estates – Division 4
Brighton Lane	173 feet	Westfield Estates – Division 4
Wellington Lane	170 feet	Westfield Estates – Division 4
West Street	353 feet	Sunnygate Park Subdivision N of Hwy 91
Burton Drive	951 feet	Sunnygate Park Subdivision N of Hwy 91
Lee Street	254 feet	Sunnygate Park Subdivision S of Hwy 91
Aubrey Drive	293 feet	Sunnygate Park Subdivision S of Hwy 91
Utah Drive	1,901 feet	Sunnygate Park Subdivision S of Hwy 91
Lovell Lane	900 feet	Ellis Estates – Division 1

and

WHEREAS, County Public Works Director Kiel Burmester has recommended it being in the best interest of Bannock County to add these roads to the County Road system at this time; and

WHEREAS, Bannock County wishes to start receiving reimbursement from the Idaho Transportation Department for the total mileage added to the County road maintenance system; and

WHEREAS, in order to receive reimbursement, Bannock County must identify additions to the County road system and officially place them on the Bannock County road maintenance system;

NOW, THEREFORE, BE IT RESOLVED that the roads listed above are hereby identified as County roads and will be officially placed on the Bannock County Road Maintenance System.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Ernie Moser, Chair



Jeff Hough, Member



John Crowder, Member

ATTEST:



Jason C. Dixon, Clerk

Instrument # 22407050
Bannock County, Pocatello, Idaho
07/09/2024 12:39:50 PM No. of Pages: 1
Recorded for: BANNOCK COUNTY COMMISSIONERS
Jason C. Dixon Fee: \$0.00
Deputy: J. Brower

**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 June 27 and July 2, 2024, as approved during the meeting of July 9, 2024.

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Board of Equalization hearings inclusive of the dates of June 25, 26, 27, 28, and July 1 and 2, 2024, as approved during the meeting of July 9, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Ernie Moser, Chair

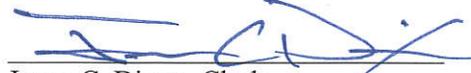


Jeff Hough, Member



John Crowder, Member

ATTEST:



Jason C. Dixon, Clerk