



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, July 11, 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	<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	<ul style="list-style-type: none"> • Seth Scott, Juvenile Detention, requesting approval for an employee to use a personal vehicle for a business trip (action item)
3	<ul style="list-style-type: none"> • Kiel Burmester, Public Works Director, seeking to provide a Public Works update
4	<ul style="list-style-type: none"> • Hal Jensen, Planning and Development Director, providing an update on the meeting with the Fort Hall Planning Department
5	<ul style="list-style-type: none"> • Jamie Pehrson, Fairgrounds, regarding approval of and signature on fee waivers for (1) 4-H Bannock County Club riding practice and meetings, and; (2) Bannock County 4-H Traildusters Club (requested 5 minutes) (action items)
6	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, regarding (1) approval of unemployment benefits with possible Executive Session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code with potential action following the adjournment of Executive Session; (2) signature on sales agreement for Adult Probation copier, and; (3) an ARPA update (requested 15 minutes) (action items)
7	<ul style="list-style-type: none"> • Jason Dixon, Clerk, requesting to discuss the sale of Bannock County property with possible Executive Session under Idaho Code §74-206 (1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code with potential action following the adjournment of Executive Session (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, providing a procurement update (action item)
9	<ul style="list-style-type: none"> • Discussion on available funding and current projects utilizing opioid funds (action item)

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| 10 | <ul style="list-style-type: none">• (AMENDED to include) Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item) |
| 11 | Clerk's Recommendation for the Fiscal Year 2025 Budget (action item) |

Meeting Notes

- 1 8:58 AM Moser called the meeting to order. Hough moved to approve the invoices and reports. The motion passed. Hough moved to approve the payroll report. The motion passed.
- 2 9:00 AM Scott reviewed and employee is attending a conference and requested mileage reimbursement for using a personal vehicle to conduct personal business. Hough moved to approve the mileage reimbursement for one way. The motion passed.
- 3 9:41 AM Burmester gave updates for Road and Bridge regarding road chips, road sterilant, asset management, property, auctions, removal of the paint bay, and mosquito fogging.
- 4 9:07 AM Jensen reported a meeting was had with the Tribal Land Use Planning Council to discuss how the two jurisdictions interface and they were receptive to the discussion. An application on fee simple land is reviewed, however our ordinance has one page for "special lands." A red flag arose when an application was received for a gravel pit on five acres within tribal boundaries. The tribal comp plan was completed in 2010. Case law on land use was established in 1977. The tribal ordinance considers gravel pits as mining which are not allowed. The plume in the aquifer contains EDB which was outlawed in 1963 and discovered in 1992. The Tribal Council offered to review the special land portion during the ordinance rewrite after the comp plan is updated. Meetings will be planned quarterly.
- 5 9:02 AM Fairgrounds Maintenance Assistant Alex Hauser and Extension Educator Nikki Ennis also appeared. Pehrson reviewed that two 4H clubs requested waived fees. Discussion ensued regarding city water, time for grooming the arena, 4H fee waivers, and hosting a clean-up day. Hough moved to approve the fee waivers for 4H. The motion passed.
- 6 9:32 AM Klauser presented the unemployment invoice and reviewed the credit utilization. Hough moved to approve the unemployment invoice. The motion passed.
9:34 AM Klauser reviewed the service agreement for a copier for Adult Probation. Hough moved to authorize the Chair's signature. The motion passed.
9:35 AM Klauser gave updates on ARPA projects and that the Enterprise Lease payoff is complete.
- 7 9:18 AM Staci Hernandez from PrimeTime Auctions appeared. Hernandez reviewed the real estate process and agreement. A minimum bid was reviewed and there will be a 5% buyer premium. Hough moved to approve selling the Lander building with PrimeTime Auction and authorize the Chair to sign the contract with an opening date of August 1 and closing date of September 4. The motion passed.
- 8 9:26 AM Crystal gave updates on procurement projects. Discussion ensued on costs increasing due to the permit requirements from the city. Moser moved to get the project going and identify funds. The motion passed.
- 9 10:35 AM Discussion ensued on opioid funds budgeted for next year, earmarking funds for attorney costs, Hope South being ineligible for funds, and forensic funds from the state. Project suggestions for the use of opioid funds will be sought.
- 10 9:57 AM HR Director Matthew Phillips 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. Klauser, Clayson, and Allen exited. 10:15 AM Hough moved to exit executive session. The motion passed.
- 11 10:16 AM Dixon explained this is a heavy year and the Clerk was unable to approve or recommend some requests. Last year was a great year and taxes were not increased. This budget does call for a 1% increase

in taxes and new construction. The salary schedule was adjusted to five steps. Employees were moved to new steps across the board, with adjustments to the Sheriff for certified/non-certified, adjustments to Prosecutor, and a 3% cola. The cost for those changes will be \$500,000. Vacant positions were eliminated. Court staff were shifted. A temporary code enforcement position was included for P&Z. There were no new full-time positions granted.

10:20 AM Klauser reviewed operating changes, enterprise fund admin fees, and the ambulance contract. There is a reduction in the bottom line looks different, but public defense was taken out. The overall funding projections show an increase of \$8 per taxable \$100,000, but final values have not been received yet.

10:31 AM Notification should be done that the State's tax credit will end. The HTR numbers are not ready yet. Departments will get budget sheets the week of the 22nd.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commission reports, and payroll report.	Auditing
Approved one-way mileage for staff travel.	Juvenile
Approved fee waivers for 4H riding clubs.	Fairgrounds
Approved unemployment invoices and agreement for Adult Probation copier.	Auditing
Approved contract with PrimeTime Auction to sell the Lander building.	Clerk
Approved moving forward with city permit for 6 th Street.	Facilities/Procurement
Solicit suggestions for use of opioid funds.	Auditing
Approved entry/exit executive session – personnel.	Clerk