



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, July 16, 2024
Commissioners present:	Ernie Moser and John Crowder
Clerk of the Board:	Nancy Allen for 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	Bannock County Commissioner’s Regular Business Meeting (action item) <b>BOARD OF COMMISSIONERS</b> MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Signatures on Independent Contractor Agreements for 4-H Fair Judges (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Shanda Crystal, Chief Procurement Officer, requesting to discuss a potential signature on an Independent Contractor Agreement with Western Industrial Motor &amp; Machine for the Detention Center HVAC Renovation Request for Proposal (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Keri Povey, Chief Deputy Clerk, seeking approval to post a job description in Juvenile Court with possible Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Adam McKinney, Chief Technical Officer, requesting signature on a grant application for the IPSCC 2025 Grant Cycle (requesting 5 minutes) (action item)</li> </ul>
7	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution No. 2024-43 Authorization and Order to Reallocate Funds
8	<b>LETTERS AND NOTICES (action items):</b> Public Hearing Notice – Vacation of Rights-of-Way for portions of Paris Lane, West Street, Aubrey Drive and Burton Drive in Sunnygate Park Subdivision
9	<b>SIGNATURE ONLY (action items):</b> Tax Cancellation Request Notice of Action Letters Commissioners’ Proceedings for June 2024
10	<b>CONSENT AGENDA (action items):</b> <ul style="list-style-type: none"> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Technology Forms</li> <li>Minutes: Approval of Meeting Minutes for July 3 and 9, 2024 and Board of Equalization Minutes for July 3 and 8, 2024, and Certification of Said Minutes</li> </ul>
11	Bid Opening Detention Center Landscaping Invitation to Bid (action item)

## Meeting Notes

- 1 9:00 AM Moser called the meeting to order.
- 2 9:00 AM Community Resources and Advocacy Director Shantal Lauu appeared. Crowder moved to enter into executive session under Idaho Code §74-206(1)(d) to consider records exempt from public disclosure. The motion passed by roll call vote. 9:06 AM Crowder moved to exit executive session. The motion passed. Crowder moved to approve the settlement request for case number 20140276. The motion passed. Lauu presented case number 20240031. Crowder moved to approve case number 20240031 under the conditions outlined. The motion passed.
- 3 9:07 AM Extension Educator Nikki Ennis and Sr. Administrative Assistant Teri Johnson appeared. Moser questioned mileage being included in the independent contract for fair judges. Crowder moved to approve the contracts for the judges. The motion passed.
- 4 9:13 AM Crystal requested signature on the contract with Western Industrial Motor and Machine for the Detention Center HVAC bid project. Crowder moved to approve the contract. The motion passed.
- 5 9:14 AM Povey requested posting a job at the new proposed position rather than changing the position in a few months. Crowder moved to approve the request to post the job description. The motion passed.
- 6 9:16 AM McKinney reviewed the grant from IPSCC. Crowder moved to go forward and authorize the Chair to sign. The motion passed.
- 7 9:27 AM Moser reviewed the resolution. Crowder moved to approve Resolution 2024-43. The motion passed.
- 8 9:25 AM Crowder moved to approve the public hearing notice. The motion passed.
- 9 9:28 AM Discussion ensued on effects of the requested tax cancellations. Crowder moved to approve the tax cancellation requests. The motion passed.  
9:30 AM Crowder moved to approve the Notice of Action letters from BOE. The motion passed.  
9:31 AM Crowder moved to approve the Commissioner Proceedings for June 2024. The motion passed.
- 10 9:31 AM Moser reviewed the consent agenda included salary forms and minutes. Crowder moved to approve the consent agenda. The motion passed.
- 11 10:59 AM Operations Director Levi Waldron and Procurement Officer Shanda Crystal appeared. Moser reviewed the landscaping solicitation. Crystal reported no bids were received and recommended cancelling the solicitation and allow Sheriff to move forward. Crowder moved to follow the recommendation. The motion passed. Crystal reported an email was received for a bid that will be forwarded to the department.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit executive session – exempt records; settlement offer for case number 20240031; and cremation assistance for case number 20240031.	Indigent/Clerk
Approved fair judge contracts.	Fair
Approved contract with Western Industrial Motor and Machine for the Detention Center HVAC bid project.	Procurement/Sheriff
Approved posting job description proposed for next FY.	Clerk
Approved application for IPSCC grant.	IT/Grant Team

Approved RS No. 2024-43 Authorization and Order to Reallocate Funds.	Staff
Approved public hearing notice for Sunnygate vacation petition.	Clerk/Planning
Approved tax cancellation requests, BOE Notice of Action letters, and June 2024 Commissioner Proceedings publication.	Clerk/Assessor/Treasurer
Approved consent agenda.	Clerk
Approved cancelling landscaping solicitation and allow staff to move forward.	Procurement/Sheriff

**RESOLUTION**

WHEREAS, reallocation requests were considered to cover an unanticipated retirement in Adult Probation from contingency; and to cover a copier for Adult Probation and pay off vehicle leases from PILT funds not needed for the jail boiler; and

WHEREAS, these reallocations will not impact the budget negatively;

NOW THEREFORE, BE IT RESOLVED that the Auditor's Office is hereby authorized and ordered to reallocate funds in the following budget lines:

**Fiscal Year 2024:**

**Contingency:**

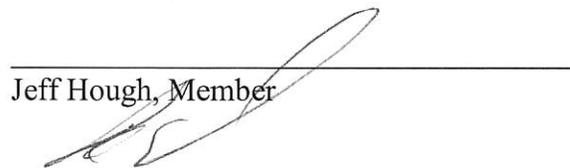
To Line: 110140-40250	Amount: \$ 19,000
To Line: 110140-41000	Amount: \$ 3,800
From Line: 110109-89600	Amount: \$ 22,800

**PILT:**

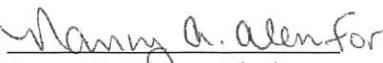
To Line: 155140-81500	Amount: \$ 5,774
From Line: 155222-46100	Amount: \$ 5,774
To Line: 155109-49402	Amount: \$ 118,515
From Line: 155222-46100	Amount: \$ 118,515

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chair

  
Jeff Hough, Member

  
John Crowder, Member

ATTEST:   
Jason C. Dixon, Clerk

Jason C. Dixon  
Clerk of the District Court  
Ex-Officio Auditor - Recorder  
Clerk to the Commissioners



Bannock County Auditing  
624 Center, Room 104  
Pocatello, Idaho 83201-6247  
Phone (208) 236-7335

Date 7/9/2024

Department Requesting Reallocation: Contingency

Description of Reason for Reallocation Request: It has been requested to reallocate \$22,800 from contingency to cover an unanticipated retirement in Adult Probation.

Funding option to make reallocation request described above (list accounts and amounts where funds will come from and accounts and amounts moving to).

Fiscal Year: 2024

To Line: 110140-40250 Amount: \$ 19,000

To Line: 110140-41000 Amount: \$ 3,800

From Line: 110109-89600 Amount: \$ 22,800

To Line: Click here to enter text. Amount: \$ Click here to enter text.

From Line: Click here to enter text. Amount: \$ Click here to enter text.

Department Head/Elected Official Approval Signature: Commission approved 6/27/24

Comptroller Signature: Krisi Klansed

SUBMIT TO AUDITING DEPARTMENT FOR FINANCIAL REVIEW OF CHANGES

Bannock County Reallocation Request Form Instructions

M:\Enter\COMMON\WORKAREA.DOC\MEMOS\reallocations\Reallocation contingency for retirement.docx- Original Auditing Document

Jason C. Dixon  
Clerk of the District Court  
Ex-Officio Auditor - Recorder  
Clerk to the Commissioners



Bannock County Auditing  
624 Center, Room 104  
Pocatello, Idaho 83201-6247  
Phone (208) 236-7336

Date 7/9/2024

Department Requesting Reallocation: PILT

Description of Reason for Reallocation Request: It is requested to reallocate PILT funds budgeted for the jail boiler project to other items. 1) adult probation copier and 2) payoff enterprise leases over the ARPA amounts. The commission approved these asks on 6/27/24.

Funding option to make reallocation request described above (list accounts and amounts where funds will come from and accounts and amounts moving to).

Fiscal Year: 2024

To Line: 155140-81500 Amount: \$ 5,774

From Line: 155222-46100 Amount: \$ 5,774

To Line: 155109-49402 Amount: \$ 118,515

From Line: 155222-46100 Amount: \$ 118,515

To Line: Click here to enter text. Amount: \$ Click here to enter text.

From Line: Click here to enter text. Amount: \$ Click here to enter text.

Department Head/Elected Official Approval Signature: Commission approved 6/27/24

Comptroller Signature: Rishi Kaur

SUBMIT TO AUDITING DEPARTMENT FOR FINANCIAL REVIEW OF CHANGES

M:\Enter\COMMON\WORKAREA.DOC\MEMOS\reallocations\PILT 2024.docx- Original Auditing Document

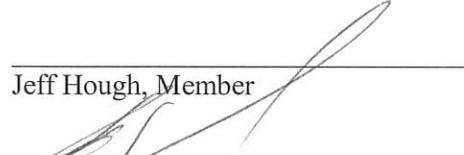
**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of July 3 and 9, 2024, as approved during the meeting of July 16, 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 July 3 and 8, 2024, as approved during the meeting of July 16, 2024.

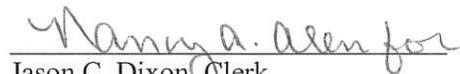
BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chair

  
Jeff Hough, Member

  
John Crowder, Member

ATTEST:

  
Jason C. Dixon, Clerk