



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, July 25, 2024
Commissioners present:	Jeff Hough and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ernie Moser
Staff present:	Deputy Clerk Shantal Lauulu, Comptroller Kristi Klauser, and Chief of Staff Braeden Clayson (minutes completed by Deputy Clerk Nancy Allen)

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
2	Scott Crowther, Business Manager and Event Director, requesting (1) to discuss and potentially approve a horse stall rental agreement for vendors; (2) approval of a self-service kiosk for kayak, paddle boards and chairs at the Wellness Complex, and; (3) signature on a fee waiver for the Sister City Horse Ride (requesting 10 minutes) (action item)
3	Matthew Phillips, Human Resources and Risk Management Director, seeking to discuss and potential approval of Volunteer Agreement (requesting 5 minutes) (action item)
4	Shanda Crystal, Chief Procurement Officer, providing a procurement update
5	Authorization to dispose of assets (action item)

Meeting Notes

- 9:00 AM Hough called the meeting to order. Crowder moved to approve the invoices, Commission reports, and credit applications. The motion passed. Crowder moved to approve the payroll report. The motion passed. Crowder moved to approve the salary forms. The motion passed. Crowder moved to approve the alcohol permits. The motion passed. Crowder moved to

approve the ARPA invoices. The motion passed. Crowder moved to approve the certificate of residency. The motion passed.

- 2 9:05 AM Event Manager Chaney Colter also appeared. David Silva reviewed the kiosk rental. Discussion ensued on the rental process, products, insurance, indemnification, and liability waiver. Hough moved to approve the contract. The motion passed.
9:13 AM Joan Sayer appeared and provided information regarding the Sister City program. Crowther reviewed the request for a half-day fee waiver. Crowder moved to approve the request as presented. The motion passed.
9:16 AM Crowther reviewed horse stall rental process. Rentals are crazy during bigger events and there are not enough stalls. Crowther proposed for events to manage and collect stall rentals and share the profit. This is currently done with the ISU rodeo and for some event RV spots. Discussion ensued on electronic options. Crowther will bring a contract forward.
- 3 9:26 AM Coroner Torey Danner also appeared and shared a nurse approached him to volunteer and job shadow to further her education. Phillips explained a volunteer agreement and packet has been developed to allow for HR to do a background check and provide a code of conduct. It has been reviewed by ICRMP. Crowder moved to approve the volunteer agreement. The motion passed.
- 4 9:34 AM Crystal gave updates on current procurement projects, future projects, bids, and proposals. Discussion ensued on Sheriff project funding and potential reallocations.
- 5 9:44 AM Crowder moved to approve dispose of the requested items from the Courts. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commission reports, credit applications, payroll report, salary forms, alcohol permits, ARPA invoices, and certificate of residency.	Auditing/Clerk/Resolution
Approved IC agreement with H208 Excursions and fee waiver for Sister City Horse Ride.	Parks and Rec
Approved Volunteer Agreement and process.	HR
Approved disposal of assets from the Courts.	Courts/Resolution