



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, July 30, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Shantal Laulu, Comptroller Kristi Klauser, HR Director Matthew Phillips, and Chief of Staff Braeden Clayson (minutes completed by Deputy Clerk Nancy Allen)

Agenda Details

AGENDA	
1	Bannock County Commissioner’s Regular 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"> Todd Mauger, Juvenile Justice, seeking signature and approval to submit the 2024 Restorative Justice Grant Application (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Alisse Foster, Subdivision Planner, regarding review and sign (1) construction bond for the Ellis Estates Subdivision, and; (2) Final Plat for Ellis Estates Subdivision (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Kristi Klauser, Comptroller, seeking (1) signature on Order Form with Fisher’s Technology, and; (2) to present review of budget to actual revenue and expenditures for the quarter ending 6/30/2024 to comply with Idaho Code §31-1611 (requested 10 minutes) (action item)
6	<ul style="list-style-type: none"> Julie Hancock, Elections Administrator, seeking signature on Advertising Authorization to run an ad about registering to vote (action item)
7	<ul style="list-style-type: none"> Matthew Phillips, Human Resources and Risk Management Director, presenting a proposed amendment to the Summary Plan Document for the Bannock County Benefit Trust Health Plan (GemPlan) (requested 5 to 10 minutes) (action item)
8	SIGNATURE ONLY (action items): Signature on Approval to Award Deputy Handgun and Badge upon retirement Signature on Unclaimed Property
9	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:

Meeting Notes

- 1 9:00 AM Moser called the meeting to order agenda.
- 2 No business.
- 3 9:04 AM Mauger reviewed the grant application is for training for Bannock County employees and local stakeholders. Hough moved to approve request as presented. The motion passed.
- 4 9:08 AM Foster reviewed the construction bond request. Discussion ensued on the bond amount. Hough moved to approve the construction bond for Ellis Estates as presented. The motion passed. Hough moved to approve the final plat and authorize signature. The motion passed.
- 5 9:11 AM Klauser requested approval of the copier purchase. Hough moved to approve the copier purchase. The motion passed.
9:12 AM Klauser reviewed the budget to actual revenue and expenditures for the quarter ending June 30 and gave an update that the ARPA truck delivery for Road and Bridge may be delayed.
- 6 9:00 AM Hancock reviewed the plan to do a media blitz to promote voter registration prior to election day. This would include PSA's for radio, TV, and news. There is funding in the budget for the request. Hough moved to approve the request as presented. The motion passed.
- 7 9:17 AM Phillips explained that GemPlan recommended updating the vaccinations to the health plan for the upcoming year and reviewed the costs associated with that. Hough moved to approve the request as presented. The motion passed. Phillips will notify employees of the changes. Discussion ensued regarding the health fair.
- 8 9:22 AM Hough moved to approve awarding the handgun as presented. The motion passed.
9:24 AM Klauser reviewed the company has an unclaimed check for the County. Hough moved to authorize signature as presented. The motion passed.
- 9 9:25 AM Moser reviewed the consent agenda included a certificate of residency, alcohol license, and salary forms. Hough moved to approve as presented. Motion passed.
- 10 10:44 AM Procurement Officer Shanda Crystal appeared. Moser reviewed the solicitation for the Annex HVAC. Crystal shared that no bids were received and recommended to cancel the bid and allow the department to move forward in the best interest of the County. Hough moved to accept the recommendation. The motion passed.
Moser reviewed the solicitation for the Annex Fire Suppression. Crystal shared that no bids were received and recommended to cancel the bid and allow the department to move forward in the best interest of the County. Hough moved to accept the recommendation. The motion passed. Crystal disclosed that a bid was received through email that will be forwarded for review.
Moser received the solicitation for Security Cameras. Crystal unsealed the bids and explained that, originally, the bid asked for one total cost and it was decided to list each location separately to allow better competition. Hough reviewed bids were received from:

Company	Location 1: Courthouse	Location 2: Public Works	Location 3: Wellness Complex/ Event Center	Location 4: Fairgrounds in Downey	Location 5: Detention Center
CDW Government LLC	No Bid	\$9,602.00	\$50,728.00	\$12,420.00	\$2,024.00
ClearConnect, LLC	\$39,616.80	\$97,714.20	\$277,320.40	\$83,316.64	\$28,342.22
Day Wireless Systems	\$102,459.69	\$23,277.10	\$197,279.42	\$20,466.22	\$2,601.72
HQE System, Inc	\$70,873.50	\$46,718.86	\$171,547.35	\$35,357.15	\$7,770.75

ProEdge Technology	\$49,698.61	\$24,618.06	\$212,458.40	\$35,531.59	\$2,861.95
SSA Technology	\$61,041.33	\$36,035.53	\$193,800.37	\$63,734.44	\$5,371.73
Summit Communications	\$12,570.00	\$26,974.00	\$115,020.00	\$24,945.00	\$3,280.00

Hough moved to take the bids under advisement for review. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved submission of 2024 Restorative Justice Grant application.	Juvenile/Grant Team
Approved construction bond and final plat for Ellis Estates Subdivision.	Planning/Resolution
Approved copier purchase from Fisher's Technology.	Auditing
Approved media campaign to promote early voter registration.	Elections/PIO
Approved updated vaccinations for health plan.	HR
Approved award of handgun to retiring officer.	Sheriff/Auditing
Approved signature for unclaimed property.	Auditing
Approved certificate of residency, alcohol permit, and salary forms through consent.	Clerk/Auditing/Resolution
Cancelled bids for Annex HVAC and fire suppression and allow department to move forward; and accepted security camera bids for review.	Procurement