



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, August 1, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Shantal Lauu for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Shantal Lauu, Comptroller Kristi Klauser, Chief of Staff Braeden Clayson, and Attorney Brian Trammel (minutes completed by Deputy Clerk Nancy Allen)

## Agenda Details

AGENDA	
1	<p><b>Claims Meeting and Work Session (action items)</b></p> <p><b>Claims Agenda:</b></p> <ul style="list-style-type: none"> <li>• Board of Ambulance District: Invoices and Commissioner Report</li> <li>• Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</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>• Payroll Report</li> <li>• Alcohol Licenses and Permits</li> <li>• Certificate of Residency Approval</li> <li>• Mileage Reimbursement Requests</li> <li>• Technology Request Form</li> <li>• Memorandum Authorization for Accounts Payable</li> <li>• Cardholder User Agreement and Authorization</li> </ul> <p><b>Work Session Agenda:</b></p>
2	<ul style="list-style-type: none"> <li>• Kiel Burmester, Public Works Director, seeking signature on a Rental Agreement Contract with Valley Wide Cooperative for the Snow Groomer (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Shanda Crystal, Chief Procurement Officer, providing a procurement update</li> </ul>
4	<ul style="list-style-type: none"> <li>• Discussion pertaining to mining operation outside of Inkom 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)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Braeden Clayson, Chief of Staff, seeking to discuss Fiscal Year 2025 fee schedule for departments (requested 10 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Kristi Klauser, Comptroller, seeking to provide an ARPA update (requested 10 minutes) (action item)</li> </ul>

## Meeting Notes

- 1 8:59 AM Moser called the meeting to order. Hough moved to approve the Commissioner report. The motion passed. Hough moved to approve the salary form. The motion passed. Hough moved to approve the certificate of residency. The motion passed.
- 2 9:01 AM Burmester reviewed the request to rent a snow groomer from Valley Wide Cooperative. Hough moved to approve the request. The motion passed.
- 3 9:04 AM Crystal gave updates on procurement projects.
- 4 9:18 AM Public Works Director Kiel Burmester and Assistant Public Works Director Buddy Romriell 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. 9:29 AM Hough moved to exit executive session. The motion passed.
- 5 9:07 AM Clayson reviewed fee changes and one new fee that will require a public hearing. Discussion ensued on landfill fees compared to other facilities. Hough moved to accept the fees and authorize publication for public hearing. The motion passed.
- 6 9:11 AM Klauser gave updates on ARPA projects. Discussion ensued on reallocations, timelines, and invoices. Reallocations for approval include \$5,000 from contingency for the Annex HVAC, \$3,500, and the Annex acoustic ceiling, \$1,500; and \$63,000 from the jail wet cells for the landscaping, \$33,000, and the HVAC, \$30,000. Hough moved to approve the reallocations as presented and requested. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Commissioner report, salary form, and certificate of residency.	Clerk/Auditing/Resolution
Approved snow groomer rental from Valley Wide Cooperative.	Public Works
Approved entry/exit executive session – legal discussion.	Clerk
Approved proposed FY25 fees and publication for public hearing.	Staff
Approved reallocations for Annex HVAC, acoustic ceiling, and landscaping.	Auditing/Resolution