



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, August 6, 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 and Comptroller Kristi Klauser (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"> Ratify document for PrimeTime Auctions
4	<ul style="list-style-type: none"> Julie Hancock, Elections Administrator, requesting signature on a Meeting Facility Use Request Form with the City of Chubbuck (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Melissa Hartman, Veteran’s Services Director, seeking signature on the Application for Parade/Motorcade Permit for the 9/11 Commemoration (action item)
6	<ul style="list-style-type: none"> Kristi Klauser, Comptroller, regarding signature on lease agreements with CAT financial for Landfill equipment (requested 5 minutes) (action item)
7	SIGNATURE ONLY (action items): Tax Cancellation Request NASPO ValuePoint FMV Lease Agreement
8	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 ARPA Invoices Minutes:
9	Bid Opening for Cement Polishing Request for Proposal, Annex Lighting, Annex Ceiling Invitation to Bid and Annex Storefront (action item)

Meeting Notes

- 9:14 AM Moser called the meeting to order.

- 2 Community Resources and Advocacy Director Shantal Lauulu presented case numbers 20240034 and 20240035 for cremation assistance. Hough moved to approve case numbers 20240034 and 20240035, and approved signature of release of lien. The motion passed.
- 3 Hough moved to approve and ratify the signature of July 31. The motion passed.
- 4 9:17 AM Hancock requested signature on a Meeting Facility Use Request Form with the City of Chubbuck. Hough moved to approve the request as presented. The motion passed.
- 5 9:18 AM Hartman reviewed the road closures needed for the 9/11 Commemoration and requested signature on the permit application. Hough moved to approve the request as presented. The motion passed.
- 6 9:21 AM Klauser reviewed the leases with CAT financial for Landfill equipment. Discussion ensued regarding the lease agreements, costs, and warranties. Hough moved to approve leases and signatures as discussed. The motion passed.
- 7 9:25 AM Hough moved to approve tax cancellation request as presented. The motion passed. Hough moved to renew the postage meter agreement. The motion passed.
- 8 9:28 AM The consent agenda included ARPA invoices, salary forms, and certificates of residency. Hough moved to approve the ARPA invoices, salary forms, and certificates of residency. The motion passed.
- 9 11:00 AM Procurement Officer Shanda Crystal appeared. Moser reviewed the solicitation for the Annex Storefront. Crystal reported that no bids were submitted and recommended to cancel the bid and allow the project to move forward in the best interest of the County. Hough moved to follow the recommendation. The motion passed.
Moser reviewed the solicitation for the Annex Ceiling. Crystal reported that no bids were received and recommended to cancel the bid and allow the project to move forward in the best interest of the County. Hough moved to follow the recommendation. The motion passed.
Moser reviewed the solicitation for the Annex Lighting. Crystal unsealed the bid. Hough reviewed the bid received from Razor Electric for \$120,270. Hough moved accept the bid for consideration. The motion passed.
Moser reviewed the RFP solicitation for the Cement Polishing at the Detention Center. Crystal unsealed the bids. Hough reviewed RFP responses from Consurco Inc and Roberts Shine and Line LLC. Hough moved accept the bids for consideration. Motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved cremation assistance for case numbers 20240034 and 20240035, and one release of lien.	Indigent
Approved ratification of PrimeTime agreement.	Staff
Approved Chubbuck facility use form.	Elections
Approved signature for parade permit application.	Veterans
Approved lease agreements with CAT for equipment.	Landfill/Auditing
Approved tax cancellation requests.	Assessor/Treasurer/ Resolution
Approved renewal agreement for postage meter.	Sheriff
Approved ARPA invoices, salary forms, and certificates of residency through consent.	Auditing/Clerk/Resolution
Cancelled bids for the Annex Storefront and Annex Ceiling projects and approved department moving forward; and accepted bids for review for the Annex Lighting and Detention Center Cement Polishing projects.	Procurement/Facilities