



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, August 8, 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, and HR Director Matthew Phillips (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>• Scott Crowther, Business Manager and Events Director, regarding (1) seeking signature on a Rental Agreement requesting a reduced fee for Triple T Productions; (2) request for a reduced fee or fee waiver on a contract for the LDS Youth Celebration, and; (3) providing a recap on the Independence Day Celebration (requesting 10 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Tony Manu, Sheriff, seeking discussion pertaining to replacing the SWAT trailer (requesting 10 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Kiel Burmester, Public Works Director, presenting a Public Works update</li> </ul>
5	<ul style="list-style-type: none"> <li>• Shanda Crystal, Chief Procurement Officer, providing a procurement update</li> </ul>
6	<ul style="list-style-type: none"> <li>• Matthew Phillips, Human Resources and Risk Management Director, requesting a review and potential signature on updated Affordable Care Act (ACA) procedures (requested 5 – 10 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Hal Jensen, Planning and Development Director, seeking to discuss (1) placing a secondary home for dependent persons on property, and; (2) deeding property to the City of Pocatello (requesting 20 minutes) (action item)</li> </ul>

## Meeting Notes

- 1 8:59 am Moser called the meeting to order. Moser reviewed questions on the invoices. Hough moved to approve the invoices, Commission reports, and mileage reimbursement. The motion passed. Hough moved to approve the payroll report. The motion passed. Hough moved to approve the certificate of residency. The motion passed.
- 2 9:12 AM Brad Barrott also appeared and explained the video concert for the LDS Youth Celebration. Crowther reviewed staff resources and the request for a reduced fee or fee waiver. Hough moved to approve the fee waiver. The motion passed.  
  
9:14 AM Ben Tibbitts appeared. Crowther requested approval of a Rental Agreement with Triple T Productions that allows the event to manage horse stall rentals splitting the fees paid 50/50. Hough moved to approve the agreement. The motion passed.  
  
9:16 AM Event Manager Chaney Colter and Event Coordinator Teri Jones also appeared. Crowther reported on the Independence Day Celebration. Discussions included successes, fireworks show, stage for the bands, sponsorships, potential areas for growth, revenue, and in-kind donations. Colter reported on the car show and sponsorship calls. Staff time and numbers were reviewed.
- 3 9:33 AM Chief Deputy Sheriff Alex Hamilton also appeared. Manu reviewed an estimate to fix a 2011 SWAT trailer that was in an accident. Options for purchasing were reviewed. Klauser suggested using PILT funds not used for the jail boiler. Moser moved to use PILT funds for the better-quality trailer. The motion passed.
- 4 9:04 AM Assistant Public Works Director Buddy Romriell also appeared. Burmester gave department updates on noxious weed, spraying, regulations, and licensing. Romriell gave updates on mosquito testing and abatement. Updates for Road & Bridge included chip sealing, yard clean-up, vehicles for auction, and asset management. Guard rail projects were reviewed.
- 5 9:43 AM CTO Adam McKinney also appeared. Crystal reviewed the security camera bid, compliance review of bids, and that one bidder was disqualified for not including labor. The recommended bid awards for each location were reviewed and will be brought back next week for approval.  
9:51 AM Crystal gave updates on procurement projects.
- 6 9:40 AM Phillips requested to update the Affordable Care Act (ACA) procedures for completing an audit of hours to be completed once per year and align with the fiscal year and open enrolment. The changes have been reviewed legal. Hough moved to accept the proposed changes and move forward. The motion passed.
- 7 9:57 AM Jodell Webb was present. Jensen reviewed the Webbs request to place a secondary home for dependent persons on their property. Discussion ensued on the outdated ordinance, housing shortage, accessory dwellings, and migrant housing. There are no legal issues foreseen as this time. Hough moved to approve the request as presented. The motion passed.  
  
10:04 AM Hannah Sanger and Brent McLane from the City of Pocatello appeared. Jensen reviewed two pieces of property along Kraft Road that were originally deeded for floodway and recommended deeding them to the City of Pocatello. The City could use two parcels along the railroad that are landlocked in the development of the greenway. This would remove the County from being an approving agency for the greenway project. The next two parcels are long, skinny pieces that are old rights-of-way that state deeded to the County when the highway was rerouted. The City wants to use these as parking areas for river access. These will likely be annexed in the future. Moser expressed frustration with the city during building permitting and the requirements for bushes that security does not recommend.  
10:14 AM Jensen reviewed the last item is the County has been approached several times seeking to purchase the upper portion of Barton Road. They are rights-of-way in the city. The city would survey and create the correct right-of-way width. Jensen will consult with legal and come back for formal action.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commission reports, mileage reimbursement, payroll report, and certificate of residency.	Auditing/Clerk
Approved fee waiver for Youth Celebration and Rental Agreement with Triple T Productions.	Parks and Rec
Approved SWAT trailer purchase using PILT funds.	Sheriff/Auditing
Approved ACA update.	HR
Approved temporary dwelling request.	Planning