



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, August 13, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Chief of Staff Braeden Clayson, and Attorney Brian Trammell

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"> Buddy Romriell, Assistant Public Works Director, presenting items for auction, disposal or reallocation of County vehicles and equipment (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> Daniel Kendall, Facilities, seeking to discuss purchasing a parking lot striping machine (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Shanda Crystal, Chief Procurement Officer, requesting to discuss recommendations to award (1) the Security Camera Invitation to Bid; (2) the Annex Lighting Invitation to Bid, and; (3) the Detention Center Cement Polishing Request for Proposal (action items)
6	<ul style="list-style-type: none"> Kristi Klauser, Comptroller, requesting to discuss Fiscal Year 2025 Juvenile Probation projected salaries with possible Executive Session under Idaho Code §74-206(1)(a) & (b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> Braeden Clayson, Chief of Staff, seeking to discuss with Civil Counsel regarding property taxes 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)
8	SIGNATURE ONLY (action items): Agreement to Provide Law Enforcement Protection
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 ARPA Invoices Minutes:

Meeting Notes

- 1 Moser called the meeting to order.
- 2 9:00 AM Community Resources and Advocacy Director Shantal Lauulu presented case numbers 20240036 and 20240037 for cremation assistance. Hough moved to approve case numbers 20240036 and 20240037. The motion passed.
- 3 9:01 AM Romriell reviewed surplus items for auction through PrimeTime, and the Sheriff vehicles through Bancorp. Two vehicles will be reallocated, one for maintenance at Sheriff and exchange the van for Juvenile. There is a flatbed and grain drill to send to auction. The paint booth will have an auction requirement that the bidder will remove it. The disposal list is old equipment to get rid of. Hough moved to approve disposal of assets as discussed and authorize the Chair's signature on the auction form. The motion passed.
- 4 Cancelled.
- 5 9:06 AM Crystal recommended awarding the security camera bid locations 1: Courthouse and 5: Detention Center to ProEdge Technology; and locations 2: Public Works, 3: Wellness Complex and Event Center, and 4: Fairgrounds in Downey to Summit Communications. Hough moved to award the security camera bids as presented. The motion passed.
9:08 AM Crystal explained the Annex Lighting bid has one response that is over the budget by \$30,000. The bidder is a competent company for the project and Crystal suggested working with them to value engineer the cost. Discussion ensued on shifting funding from other projects. Klauser suggested to reallocate funds from the Annex contingency that was set aside to allow the project to move forward within the Annex allocations. Hough moved to award Razor Electric the Annex lighting project with the do not exceed amount to be determined. The motion passed.
9:14 AM Crystal shared the Detention Center cement polishing RFP review has not been finished yet.
- 6 9:30 AM Klauser reviewed the approved budget sent to Juvenile was incorrect. Correcting the employee steps will be just under \$7,000 and a reallocation was proposed without changing the bottom line. Hough moved to authorize the changes as discussed. The motion passed.
- 7 9:15 AM Treasurer Jennifer Clark 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.
- 8 9:32 AM Hough moved to approve the Agreement to Provide Law Enforcement Protection for the youth football league. The motion passed.
- 9 9:33 AM Moser reviewed the consent agenda included a certificate of residency and salary forms. Klauser reviewed a salary form was backdated. Hough moved to approve the consent agenda and salary form as discussed. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved case numbers 20240036 and 20240037 for cremation assistance.	Indigent
Approved disposal of surplus assets at auction.	Public Works/ Auditing/Resolution
Approved award of security camera bid to ProEdge Technology and Summit Communications; and award of Annex lighting bid to Razor Electric pending contract price negotiations.	Procurement
Approved budget correction for Juvenile employees.	Auditing
Approved entry/exit executive session – legal counsel.	Clerk

Approved agreement for law enforcement protection for youth football league.	Sheriff
Approved certificate of residency and salary forms through consent.	Clerk/Auditing/Resolution