



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, August 20, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Chief of Staff Braeden Clayson

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"> Shanda Crystal, Chief Procurement Officer, requesting to discuss (1) recommendation to award Detention Center Cement Polishing Request for Proposal; (2) potential signature on contract for Detention Center Landscaping project with M & S Development, and; (3) potential signature on contract for Annex ceiling project with KJ Acoustics (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> Kristi Davenport, Management Assistant, providing an Employee Health Fair update. Seeking signature on a contract with the Museum of Clean – Event Center for the Employee Health Fair on October 16, 2024 (requested 5 minutes) (action item)
5	RESOLUTIONS AND ORDINANCES (action items): Resolution 2024-44 Approving July 2024 Salaries Resolution 2024-45 Approving July 2024 Alcohol Licenses Resolution 2024-46 Authorization and Order to Reallocate Funds Resolution 2024-47 Approving Tax Cancellation Requests Resolution 2024-48 Approving Claims Through Contingency for Elevator Inspections
6	SIGNATURE ONLY (action items): Tax Cancellation Letter
7	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: Approving Meeting Minutes for July 11, 16, 18, and 22, and Certification of Said Minutes
8	Elected Officials Meeting (potential action items)
9	Public Hearing for Vacation of Rights-of-Way – Sunnyside Park Subdivision (action item)

Meeting Notes

- 1 9:01 AM Moser called the meeting to order.
- 2 Community Resources and Advocacy Director Shantal Lauulu presented a cremation application for case number 20240038. Hough moved to approve case number 20240038. The motion passed.
- 3 9:02 AM Detention Center Maintenance Director Levi Waldron appeared. Crystal recommended to award the Detention Center cement polishing RFP, after evaluation, to Roberts Shine and Line LLC. Hough moved to approve and award the contract to Roberts Shine and Line LLC. The motion passed.
9:04 AM Crystal shared the contract with M&S Development for landscaping is not ready.
9:05 AM Crystal shared the contract with KJ Acoustics for the Annex ceiling is not ready.
- 4 9:06 AM Davenport gave updates on the upcoming health fair, vendors, and new location at the Museum of Clean. The new location will be \$300 and a refundable deposit of \$150. Hough moved to approve the request. The motion passed.
- 5 9:08 AM Moser reviewed the resolutions. Hough moved to approve Resolution Nos. 2024-44, 45, 46, 47, and 48. The motion passed.
- 6 9:09 AM Hough moved to approve the tax cancellation requests. The motion passed.
- 7 9:10 AM Moser reviewed the consent agenda included ARPA invoices, certificate of residency, salary forms, and minutes. Hough moved to approve the consent agenda. The motion passed.
- 8 10:01 AM Coroner Torey Danner, Treasurer Jennifer Clark, and Procurement Officer Shanda Crystal appeared. Discussion ensued on the upcoming budget hearing and the Board felt that a good budget was developed. Clark expressed disappointment for changes to salaries. Crystal reviewed the 6th Street project is underway and the goal is to have it completed by December. Other procurement projects were reviewed. The Board of Equalization went smooth. The Stanger Gravel Pit is west of Inkom that a CUP was denied. Subsequently, they claimed it was in operation before the ordinance and did not need a CUP. They have hired an attorney. ADA changes for the 6th Street project were reviewed. Danner reported he completed an investigation course. Clark reported on the Treasurer's conference. Moser reviewed the fair, serving baked potatoes, and the parade.
- 9 11:00 AM Planning and Development Director Hal Jensen appeared. Hough moved to enter into the public hearing. The motion passed. Moser reviewed the public hearing purpose, process, and rules.
11:01 AM Greg Boettcher is a property owner in Sunnygate Park. He has been working for many years to make lots bigger and buildable. This will increase taxable base values and bring value to the County. He is trying to clean up a 60-year-old mess. He reviewed the master plan for the subdivision, previous road vacations, and lot combinations.
11:06 AM Casey McCarty explained he has been trying to buy a lot which includes a portion of West Street. He supports approval of the vacations.
11:07 AM Jensen explained the office has worked diligently with Boettcher to obtain clarity for the master plan and it makes sense. Boettcher has worked on this for a number of years slowly acquiring parcels to combine them for the standard minimum lot size. The proposal increases the potential tax base and supports the goal of the Comprehensive Plan. Jensen opined this is in the public interest.
11:09 AM Hough moved to close the public hearing. The motion passed. In response to questions, Jensen confirmed the roads have been built to county standards, and have been accepted for maintenance. Hough moved to approve the request for vacation of the rights-of-way as indicated in the packet. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved case number 20240038 for cremation assistance.	Indigent
Awarded Detention Center cement polishing RFP to Roberts Shine and Line.	Procurement/Sheriff
Approved agreement and costs for Museum of Clean rental.	Staff
Approved Resolution Numbers 2024-44 Approving July 2024 Salaries; 2024-45 Approving July 2024 Alcohol Licenses; 2024-46 Authorization and Order to Reallocate Funds; 2024-47 Approving Tax Cancellation Requests; and 2024-48 Approving Claims Through Contingency for Elevator Inspections.	Clerk/Staff
Approved tax cancellation requests.	Assessor/Treasurer/Resolution
Approved ARPA invoices, certificate of residency, salary forms, and minutes through consent.	Auditing/Clerk/Resolution
Approved vacating rights-of way for portions of Paris Lane, West Street, Aubrey Drive, and Burton Drive in Sunnyside Park Subdivision.	Planning/Resolution

In the Matter of APPROVING)
JULY 2024 SALARIES)

R.S. No. 2024-44
August 20, 2024

RESOLUTION

WHEREAS, salary approval forms, for the month of July 2024, have been submitted for approval by the Board of County Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

Date Approved	Name – Reason for Change Department – Position	Salary & Effective Date
07/09/2024	Malachi Uasilaa – On-call Juvenile Detention – On-call Juvenile Detention Deputy	\$19.11/hr 07/15/2024
07/09/2024	Averona Polk – On-call Juvenile Detention – On-call Juvenile Detention Deputy	\$19.11/hr 07/15/2024
07/16/2024	Kellen Nelson – Temp Event Center – Security Level 1 Temp	\$15.00/hr 07/22/2024
07/16/2024	Johnathan Barton – Temp Event Center – Security Level 1 Temp	\$15.00/hr 07/22/2024
07/16/2024	Aaron Keele – Temp Event Center – Security Level 1 Temp	\$15.00/hr 07/22/2024
07/16/2024	Bryce Spaulding – Temp Event Center – Security Level 1 Temp	\$15.00/hr 07/22/2024
07/16/2024	Brittney Sims – Temp Event Center – Security Level 1 Temp	\$15.00/hr 07/22/2024
07/16/2024	Jordan Simpson – Temp Event Center – Security Level 1 Temp	\$15.00/hr 07/22/2024
07/16/2024	Valerie Duran – Temp Event Center – Security Level 1 Temp	\$15.00/hr 07/22/2024
07/16/2024	Steven Poitra – Temp Event Center – Security Level 1 Temp	\$15.00/hr 07/22/2024
07/16/2024	Steve Keckler – Temp Event Center – Security Level 1 Temp	\$15.00/hr 07/22/2024
07/18/2024	Devin Johannsen – Replacing Blake Schwab Jail – Deputy Detention Division	\$21.88/hr 07/29/2024
07/18/2024	Kiel Johnson – Replacing D. Crystal Road and Bridge – Purchasing & Inventory Coordinator	\$17.87/hr 08/05/2024
07/30/2024	Nicole Deloach – Replacing Tyler Allen Clerk of the District Court – Judicial Assistant – Juvenile	\$21.33/hr 08/12/2024
07/30/2024	Catherine Dancliff – Replacing Jessica Hickman District Court – Lead Judicial Assistant – Juvenile	\$24.73/hr 08/19/2024
07/30/2024	Dusden Dusteler – Replacing B. Gines Solid Waste – Heavy Equipment Operator	\$19.11/hr 08/12/2024

BOARD OF BANNOCK COUNTY COMMISSIONERS



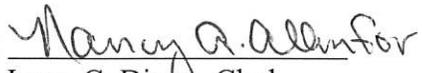
Ernie Moser, Chairman



Jeff Hough, Member



John Crowder, Member

ATTEST: 

Jason C. Dixon, Clerk

In the Matter of APPROVING)
JULY 2024 ALCOHOL LICENSES)

R.S. No. 2024-45
August 20, 2024

RESOLUTION

WHEREAS, in the month of July 2024, the following have applied for the following licenses and have been issued permits by the District Health Department and do not have any disqualifications;

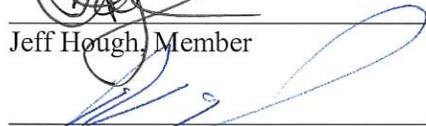
NOW, THEREFORE, BE IT RESOLVED that the following applications for licenses/permits be approved.

DATE APPROVED	LIC #	TOTAL	OWNER/APPLICANT	DBA/Event
07/02/2024	ABW2024-008	\$20.00	Janelle Larsen	Summer Party
07/18/2024	ACP2024-005	\$20.00	Sand Trap	Wedding
07/18/2024	ABL2024-004	\$200.00	Taqueria Sol Azteca	Taqueria Sol Azteca
07/23/2024	ABW2024-010	\$20.00	Steve Shryock	Celebration of Life
07/30/2024	ABW2024-009	\$20.00	Courtney Rigby	Cornhole for Conor

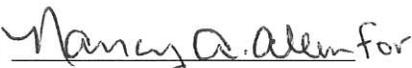
BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chairman


Jeff Hough, Member


John Crowder, Member

ATTEST:


Jason C. Dixon, Clerk

In the Matter of AUTHORIZATION AND)
ORDER TO REALLOCATE FUNDS)

R.S. No. 2024-46
August 20, 2024

RESOLUTION

WHEREAS, reallocation requests were considered to cover unanticipated costs for new HVAC for the Planning and Zoning building from PILT funds not needed for the jail boiler; and

WHEREAS, these reallocations will not impact the budget negatively;

NOW THEREFORE, BE IT RESOLVED that the Auditor's Office is hereby authorized and ordered to reallocate funds in the following budget lines:

Fiscal Year 2024:

To Line: 15510-46100

Amount: \$ 34,321

From Line: 155222-46100

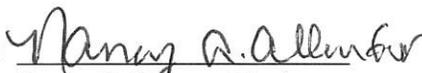
Amount: \$ 34,321

BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chair


Jeff Hough, Member


John Crowder, Member

ATTEST: 
Jason C. Dixon, Clerk

Jason C. Dixon
Clerk of the District Court
Ex-Officio Auditor - Recorder
Clerk to the Commissioners



Bannock County Auditing
624 Center, Room 104
Pocatello, Idaho 83201-6247
Phone (208) 236-7336

Date 7/18/2024

Department Requesting Reallocation: PILT

Description of Reason for Reallocation Request: It is requested to reallocate PILT funds budgeted from the jail boiler project to cover the cost of a new HVAC for the planning and zoning building.

Funding option to make reallocation request described above (list accounts and amounts where funds will come from and accounts and amounts moving to).

Fiscal Year: 2024

To Line: 155110-46100 Amount: \$ 34,321

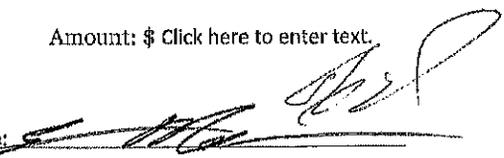
From Line: 155222-46100 Amount: \$ 34,321

To Line: Amount: \$

From Line: Click here to enter text. Amount: \$ Click here to enter text.

To Line: Click here to enter text. Amount: \$ Click here to enter text.

From Line: Click here to enter text. Amount: \$ Click here to enter text.

Department Head/Elected Official Approval Signature: 

Comptroller Signature: K. P. Si. Klausel

SUBMIT TO AUDITING DEPARTMENT FOR FINANCIAL REVIEW OF CHANGES

M:\Enter\COMMON\WORKAREA.DOC\MEMOS\reallocations\PILT 2024.docx- Original Auditing Document

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on July 16 and August 8, 2024;
and

WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711,
63-1302, 63-1303 and 63-1304;

NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is
hereby authorized and directed to cancel the following on the tax rolls as listed by year:

- (1) At the request of Assessor Anita Hymas, in a letter dated July 11, 2024, for cancellation of
market value for the **2022 and 2023** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRMSMT002500	Viehweg, Justin	2022 HO exemption not applied in error	\$120,367
RPRMSMT002500	Viehweg, Justin	2023 HO exemption not applied in error	\$116,996

- (2) At the request of Assessor Anita Hymas, in a letter dated August 8, 2024, for cancellation of
taxes/specials for the **2023** tax years.

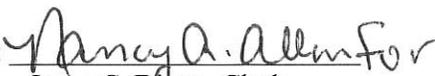
PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPPOC183400	Bannock County	Special charges/landfill fee remained in error	\$150
RPRPPOC183500	Bannock County	Special charges/landfill fee remained in error	\$150

BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chair


Jeff Hough, Member


John Crowder, Member

ATTEST: 
Jason C. Dixon, Clerk

In the Matter of APPROVING CLAIMS)
THROUGH CONTINGENCY)
FOR ELEVATOR INSPECTIONS)

R.S. No. 2024-48
August 20, 2024

RESOLUTION

WHEREAS, Idaho Code §31-1605 allows the board of county commissioners, by unanimous vote, to make an appropriation from contingency to a department in the event any unforeseen contingency arises that requires the expenditure of money not provided for in the budget, and which could not reasonably have been provided for in the budget; and

WHEREAS, the County Building and Grounds Department has had employee changeovers and staff discovered that elevator inspections are done every five years with an inspection due currently; and

WHEREAS, the cost for inspections was not anticipated when the current budget was developed;

NOW, THEREFORE, BE IT RESOLVED that payment for elevator inspection claims now due be paid through contingency funds up to \$7,500.

BOARD OF BANNOCK COUNTY COMMISSIONERS



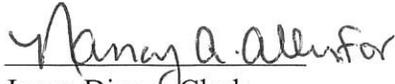
Ernie Moser, Chairman



Jeff Hough, Member



John Crowder, Member

ATTEST: 
Jason Dixon, Clerk

**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of July 11, 16, 18, and 22, 2024, as approved during the meeting of August 20, 2024.

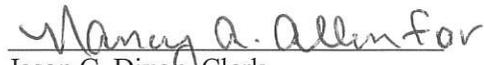
BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chair


Jeff Hough, Member


John Crowder, Member

ATTEST:


Jason C. Dixon, Clerk