



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, August 22, 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, and Chief of Staff Braeden Clayson

## Agenda Details

AGENDA	
1	<b>Claims Meeting and Work Session (action items)</b> <b>Claims Agenda:</b> <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>
2	<b>Work Session Agenda:</b> <ul style="list-style-type: none"> <li>• Fair board to provide an update on the Bannock County Fair</li> </ul>
3	<ul style="list-style-type: none"> <li>• Nikki Ennis to provide a 4-H update for the Bannock County Fair</li> </ul>
4	<ul style="list-style-type: none"> <li>• Dillon Evans, Landfill Manager, seeking consideration and potential approval of Cardboard and Tin Can Recycling Proposal by Pacifica Steel and Recycling (requested 10 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Kiel Burmester, Public Works Director, requesting a discussion pertaining to moving all Public Works to the complex on South 5<sup>th</sup> (requested 10 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Wes Jones, Emergency Services Director, EOC discussion (potential action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Shanda Crystal, Chief Procurement Officer, providing a procurement update</li> </ul>
8	<ul style="list-style-type: none"> <li>• Kristi Klauser, Comptroller, providing an ARPA update (potential action item)</li> </ul>
9	<ul style="list-style-type: none"> <li>• <b>(AMENDED</b> to include) Letter of Support for United Senior Project (action item)</li> </ul>

## Meeting Notes

- 1 9:59 AM Moser called the meeting to order. Hough moved to approve the Commission report. The motion passed. Hough moved to approve the claims. The motion passed. Hough moved to approve the payroll report. The motion passed. Hough moved to approve the salary forms. The motion passed.

- 2 10:02 AM Fair Board Member Cody Miller, Fair Maintenance Alex Hauser, Fair Administrator Jamie & Pehrson, Extension Coordinator Nikki Ennis, and Fair Board Member Zach Dame appeared. Attendance at the fair was down a few days with other local events, but more baked potatoes were served and rodeo attendance was almost double. Ennis reviewed 4-H sale numbers and youth outreach numbers. Discussion ensued on exhibits, claims questions, other events, building drawings, POW MIA, and the car show.
- 3
- 4 10:23 AM Evans reviewed proposals from Pacific Recycling. Moser moved go forward with option B and to track the recycling.
- 5 10:52 AM Also present were Assistant Public Works Director Buddy Romriell, Landfill Manager Dillon Evans, Coroner Torey Danner, and Chief Deputy Coroner JR Farnsworth. Burmester shared concerns with the Weed/Mosquito office space. Having the staff nearby helps with a team approach and will give the ability to complete sales. With the scale house remodel, and Weed/Mosquito right in the middle, this is a good time to discuss moving them, as well as the Coroner looking at the facility for his operations and potential changes. Moser expressed with no master plan and conversations about forensics and the snow grooming, this is a bigger, broader discussion. This is a good starting point. 10:57 AM Moser exited. 10:57 AM Danner questioned the proposal. Accreditation for his office is being worked on with the current location and the budget was planned with the current location. 11:00 AM Evans' only concern is getting through the scale house project, but the total plan needs figured out.
- 6 10:28 AM OEM Administrative Assistant Karen Trumble also appeared. Jones reported on a meeting with SICOG and community outreach opportunities. SICOG has offered office space and room for the EOC. The lease agreement would be \$13,200 annually, which Homeland Security funds can be used. Discussion ensued on phases, regional coordination, and emergency procedures. Moser would like to tour the space with the Facilities Director to determine remodel costs.
- 7 10:49 AM Crystal gave updates on procurement projects.
- 8 11:05 AM Klauser gave updates on ARPA projects and changes.
- 9 11:11 AM Hough moved to approve the letter of support for the United Senior Project. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Commission report, claims, payroll report, and salary forms.	Auditing
Approved moving forward with Pacific Recycling proposal B.	Landfill
Develop master plan for departments.	Public Works/Landfill/ Coroner
Approved letter of support for United Senior Project.	Staff