



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, September 10, 2024
Commissioners present:	Jeff Hough and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ernie Moser
Staff present:	Deputy Clerk Nancy Allen and HR Director Matthew Phillips

## Agenda Details

AGENDA	
1	Bannock County Commissioner’s Regular Business Meeting (action item) <b>BOARD OF COMMISSIONERS</b> MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Misty Katsilometes, Chief Deputy Treasurer, requesting Bannock County to take Tax Deed on parcel number RPRPOAK002300 (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Daniel Kendall, Facilities, seeking approval to purchase a pole barn for a freon building for the Landfill (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Adam McKinney, Chief Technical Officer, requesting a signature on a renewal for ESRI Software (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Matthew K. Phillips, Human Resources and Risk Management, seeking approval to renew Bannock County’s Worker’s Compensation Insurance with Idaho State Insurance Fund (requested 5 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>Todd Mauger, Juvenile Justice, regarding (1) use of The Village for a fund raiser; (2) approval to being exploring an MOU that would create a partnership with the United Seniors Project, and; (3) discussion pertaining to job descriptions (requested 5 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>Shanda Crystal, Chief Procurement Officer, providing a procurement update</li> </ul>
9	<ul style="list-style-type: none"> <li>Read and sign Patriot’s Day Proclamation (action item)</li> </ul>
10	<b>RESOLUTIONS AND ORDINANCES (action items):</b> <del>Resolution No. 2024-60 Opening FY24 Budget for Unanticipated Revenue and Allocation for Expenses</del> Resolution No. 2024-60 Authorization to Transfer Assets/Property to the State of Idaho Resolution No. 2024-61 Authorizing the Destruction of Ag Extension Files
11	<b>SIGNATURE ONLY (action items):</b> August 2024 Commissioner Proceedings
12	<b>CLAIMS and CONSENT AGENDA (action items):</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> </ul>

	<ul style="list-style-type: none"> <li>• Memorandum Authorization for Accounts Payable</li> <li>• Cardholder User Agreement and Authorization</li> <li>• Minutes: Approval of Meeting Minutes of August 29, 2024, and September 3 and 5, 2024, and Certification of Said Minutes</li> </ul>
13	Public Hearing for Imposition of New and Increased Fees for Fiscal Year 2025 (action item)

## Meeting Notes

- 1 9:01 AM Hough called the meeting to order.
- 2 9:01 AM Community Resources and Advocacy Director Shantal Lauulu presented case number 20240041 for cremation assistance. Crowder moved to approve case number 20240041. The motion passed.
- 3 9:02 AM Katsilometes requested follow-up for parcel RPRPOAK002300 from the tax deed hearing in May. The parcel has a mobile home that was purchased and that owner was trying to quiet title but was unable to. Taking tax deed will give that owner the opportunity to purchase the parcel at tax deed. Crowder moved to take tax deed on parcel RPRPOAK002300. The motion passed.
- 4 9:04 AM Kendall requested to use \$17,000 from capital acquisitions to purchase a pole building for the Landfill from West Wind Construction. Discussion ensued on other costs for installation bringing the total estimate for the project to \$22,000. Crowder moved to approve the purchase of the pole barn and authorize Hough's signature. The motion passed.
- 5 9:06 AM Heather Studley, GIS Manager, also appeared. McKinney reviewed the ESRI agreement for mapping with a three-year renewal. Discussion ensued on mapping integration for departments. Crowder moved to approve the ESRI contract. The motion passed.
- 6 9:12 AM Phillips reviewed the Idaho State Insurance Fund renewal. Crowder moved to approve the worker's compensation insurance. The motion passed.
- 7 9:15 AM Sharon Manning also appeared. Mauger reviewed the proposed partnership that will incorporate seniors tutoring in the after-school program. Americorps will be running the after-school programs.  
9:18 AM Manning reviewed the fund-raising idea to sell senior treasures at a yard sale at The Village. Discussion ensued on using county property. Crowder moved to deny the request to use county property and to approve moving forward with the United Senior Project for plan development. The motion passed.  
9:23 AM Mauger reviewed the updated job descriptions. Crowder moved to approve the job description changes. The motion passed.
- 8 9:25 AM Crystal gave updates on procurement projects.
- 9 9:33 AM Hough read the Patriot's Day Proclamation. Hough moved to approve the proclamation. The motion passed.
- 10 9:36 AM Hough reviewed the revised resolution numbers due to the first one being pulled. Crowder moved to approve Resolutions 2024-60 and 2024-61 as revised. The motion passed.
- 11 9:37 AM Hough moved to approve the August 2024 Commissioner Proceedings for publication. The motion passed.
- 12 9:38 AM Hough reviewed the consent agenda included Commissioner report, credit card receipts, alcohol licenses, and minutes. Hough moved to approve the consent agenda. The motion passed.
- 13 11:00 AM Crowder moved to open the public hearing. The motion passed. There were no members of the public present to testify. Hough moved to close the public hearing. The motion passed. Hough shared the

proposed fees were published. Crowder moved to approve the proposed fees for FY25. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved cremation assistance for case number 20240041.	Indigent
Approved tax deed for parcel RPRPOAK002300.	Treasurer
Approved pole barn purchase from West Wind Construction.	Landfill/Facilities
Approved contract with ESRI.	IT/GIS
Approved Idaho State Insurance fund renewal.	HR
Approved development of program with United Senior Project, and denied request to hold sale on county property.	Juvenile
Approved job description updates.	Juvenile/HR
Approved Patriot's Day Proclamation.	Commission
Approved Resolution Nos. 2024-60 Authorization to Transfer Assets/Property to the State of Idaho and 2024-61 Authorizing the Destruction of Ag Extension Files.	Clerk
Approved publication of August 2024 Commissioner Proceedings.	Clerk
Approved Commission report, credit card receipts, alcohol licenses, and minutes through consent.	Auditing/Clerk/Resolution
Approved entry/exit of public hearing and proposed FY25 fee changes.	Clerk/Resolution

In The Matter of AUTHORIZATION )  
TO TRANSFER ASSETS/PROPERTY )  
TO THE STATE OF IDAHO )

R.S. No 2024-60  
September 10, 2024

**RESOLUTION**

WHEREAS, Idaho Code §§31-807 and 31-808 vest the power and authority to manage real and personal property for the benefit of the County with the board of county commissioners; and

WHEREAS, Idaho Code §31-808(9) provides that the board of county commissioners may grant to or exchange with the federal government, the state of Idaho, any political subdivision or taxing district of the state of Idaho, or any local historical society which is incorporated as an Idaho nonprofit corporation which operates primarily in the county or maintains a museum in the county, with or without compensation, any real or personal property or any interest in such property owned by the county, excluding such property acquired by tax deed, after adoption of a resolution by the board of county commissioners that the grant or exchange of property is in the public interest; and

WHEREAS, Idaho Code §19-6008, releases counties from providing any further financial or legal obligation to provide indigent public defense on October 1, 2024, after the state created the Office of the State Public Defender; and

WHEREAS, the following assets/property were purchased with state public defense grant funds and will be of no further use to the County:

<b>Quantity</b>	<b>Description</b>	<b>Year Purchased</b>
1	Desk Chair	2024
15	2tb External Hd	2021
12	4 Tb External Hd	2021
6	Thinkpads	2021
1	Thinkbook	2021
11	Monitors	2020
1	Thikpad Docking Station	2020
4	Fijitsu Scan Snap Scanners	2019
15	Laptops	2019
11	Pc Computers	2019
1	Dragon Dictation	2019
1	Lifesize Camera for Conference Room	2019
34	Client Chairs	2019
5	Exec Chair	2019
15	Floor Mat	2019
1	Car -2015 Honda CRV	2017
1	Conference Table	2019
1	Supply Cabinet	2019
5	Mesh Desk Chairs	2019
4	Standing Desks	2019
1	Fridge	2019
11	Scanners	2019
15	Phones	2019
1	Ricoh Color Copier	2019
11	Return Desks W/Hutch	2019

NOW THEREFORE, IT IS HEREBY RESOLVED that, pursuant to Idaho Code §31-808(9), it is in the public interest to transfer the above property to the State of Idaho on October 1, 2024.

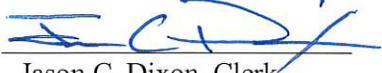
BOARD OF BANNOCK COUNTY COMMISSIONERS

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Ernie Moser, Chair

  
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Jeff Hough, Member

  
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John Crowder, Member

ATTEST:

  
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Jason C. Dixon, Clerk

**RESOLUTION**

WHEREAS, Idaho Code §31-871 requires the Board of County Commissioners to authorize destruction of records that are not required as permanent records and that have met the minimum retention period provided by the retention schedules and are no longer required by law or for county business; and

WHEREAS, the Bannock County Ag Extension Office has requested destruction of records that have exceeded their minimum retention according to the retention schedule, or have been scanned and saved to a permanent location; and

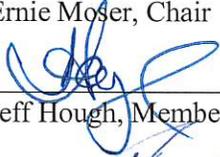
WHEREAS, Idaho Code §31-871(2) states records may only be destroyed by resolution of the Board of County Commissioners after regular audit and upon the advice of the prosecuting attorney;

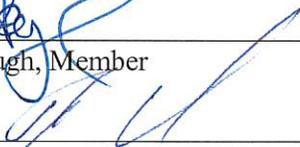
NOW, THEREFORE, BE IT RESOLVED that the Bannock County Ag Extension Office is authorized to destruct the original paper records listed below and that such destruction occur under the supervision of the Bannock County Clerk.

- FY2015 and FY2016 budget document

BOARD OF BANNOCK COUNTY COMMISSIONERS

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Ernie Moser, Chair

  
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Jeff Hough, Member

  
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John Crowder, Member

ATTEST: 

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Jason C. 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 August 29 and September 3 and 5, 2024, as approved during the meeting of September 10, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
Ernie Moser, Chair

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Jeff Hough, Member

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John Crowder, Member

ATTEST:

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Jason C. Dixon, Clerk