



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, September 19, 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 and Comptroller Kristi Klauser

## Agenda Details

AGENDA	
Claims Meeting and Work Session (action items)	
<b>Claims Agenda:</b>	
1	<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> <li>• Annual Recurring Entries for FY2025</li> <li>• ARPA Invoices</li> </ul>
<b>Work Session Agenda:</b>	
2	• <del>Judge Gabiola, requesting to discuss a salary increase for an employee with possible Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (requested 30 minutes) (action item)</del>
3	• <del>Maggie Mann, Southeast Idaho Public Health, presenting a quarterly update</del>
4	• <del>Shanda Crystal, Chief Procurement Officer, providing a procurement update</del>
5	• <del>Daniel Kendall, Facilities Director, providing a monthly Facilities update</del>
6	• Discussion pertaining to end-of-year purchase for the fairgrounds – potential reallocation of funds (requested 10 minutes) (action item)
7	• <del>Kiel Burmester, Public Works Director, providing a monthly Public Works update.</del>
8	• <del>Buddy Romriell, Assistant Public Works Director, requesting to update and “right size” Bannock County’s fleet (requested 10 minutes) (action item)</del>
9	• <del>Todd Mauger, Juvenile Justice, regarding approval of and signature on FY21 Restorative Justice Grant Award through the Idaho Department of Juvenile Corrections (requested 5 minutes) (action item)</del>
10	• Hal Jensen, Planning and Development Director, seeking (1) a discussion pertaining to a proposed utility easement; (2) review and approve copy care agreement and purchase of a new printer, and; (3) review updated Comprehensive Plan draft (requested 25 minutes) (action items)
11	• <del>(AMENDED to include) Discussion of fees for Forensic Pathology (requested 5 minutes) (action item)</del>

12	<del>• (AMENDED to include) Ratification of Signature on vehicle for Noxious Weed Department (action item)</del>
13	• Kristi Klauser, Comptroller, regarding (1) signature on vehicle title, and; (2) ARPA update (requested 10 minutes) (action item)
14	Bid Opening Invitation to Bid Road Salt (action item)
15	<del>Quarterly Jail Inspection per Idaho Code Section 20-622 with potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel and under Idaho Code §74-206(f) to communicate with legal counsel regarding pending litigation or controversies not yet being litigated but imminently likely to be litigated with potential action item following the adjournment of Executive Session (action item)</del>

## Meeting Notes

- 1 9:59 AM Moser called the meeting to order. Hough moved to approve the invoices and Commission reports. The motion passed. Moser explained he discussed with the Comptroller using current fiscal year funds for the Swan Lake Water District. Crowder expressed concern for giving funds to other taxing entities. He felt the issue is not urgent and suggested to hold off to allow them to seek other options. Klauser indicated that there are funds in grant match and potential litigation in county operations. Moser moved to identify the total amount of \$10,260 to provide to the Swan Lake Water District to help with its debt, just as the County donates to other non-profits. The motion passed with Hough and Moser voting for and Crowder against. Hough moved to approve the payroll report. The motion passed. Hough moved to approve the salary form. The motion passed. Hough moved to approve the alcohol licenses. The motion passed. Hough moved to approve the certificates of residency and deny one. The motion passed. Hough moved to approve the reoccurring expenses. The motion passed. Hough moved to approve the memo to authorize staff to sign invoices, and credit card authorizations for Parks and Rec and Road and Bridge. The motion passed.
- 2 Rescheduled due to technical difficulties.
- 3 Rescheduled due to technical difficulties.
- 4 Rescheduled due to technical difficulties.
- 5 Rescheduled due to technical difficulties.
- 6 10:09 AM Business Manager and Event Director Scott Crowther appeared and requested to use \$37,000 of excess funds in the maintenance line for one-time purchases for three vehicles, one side by side and two gas powered golf carts. The vehicles are ready to be delivered. Hough moved to approve the request for the vehicles. The motion passed.
- 7 Rescheduled due to technical difficulties.
- 8 Rescheduled due to technical difficulties.
- 9 Rescheduled due to technical difficulties.
- 10 10:13 AM Moser reviewed the request for a contract and purchase of a copier. Hough moved to approve the request. The motion passed.
- 11 Rescheduled due to technical difficulties.
- 12 Rescheduled due to technical difficulties.
- 13 Rescheduled due to technical difficulties.
- 14 10:15 AM Procurement Officer Shanda Crystal appeared. Moser reviewed the bid solicitation for road salt. Crystal unsealed the bids and reviewed the pricing sheet is for delivery to three locations and for pick up with a price per ton. Hough reviewed bids received from:

	Compass Minerals America, Inc	Ewing Irrigation Products, Inc
Delivered to Road & Bridge	\$47.2/ton	\$62.1/ton
Delivered to Virginia Pit	\$47.2/ton	\$56/ton

Delivered to Philbin Pit           \$47.2/ton                                   \$62.1/ton  
 No delivery                           \$35/ton                                       \$27.58/ton  
 Hough moved to take bids under consideration. The motion passed.

15 Rescheduled due to technical difficulties.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commission reports, providing \$10,260 to Swan Lake Water District, payroll report, salary form, alcohol licenses, certificates of residency with one denial, reoccurring expenses, memo to authorize staff to sign invoices, and credit card authorizations.	Auditing/Clerk/Resolution
Approved purchase of side by side and golf carts.	Parks & Rec/Fairgrounds
Approved copier purchase and agreement.	Planning
Accepted bids for review for road salt.	Procurement/Road & Bridge