



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, October 10, 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, Attorney Brian Trammell, and HR Director Matthew Phillips

## Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action items)</p> <p><b>Claims Agenda:</b></p> <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> <p><b>Work Session Agenda:</b></p>
2	<ul style="list-style-type: none"> <li>• Steve Herzog, Prosecutor, Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Hal Jensen, Planning and Development Director, Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>• 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 the 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)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Bonner Morrison, requesting that Bannock County pay for work performed to permit access to his home (requested 10 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Discussion regarding buildings at the Bannock County Fairgrounds in Downey (requested 10 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>• Discussion pertaining to the use of County funds for grant applications (requested 10 minutes) (action item)</li> </ul>
9	<ul style="list-style-type: none"> <li>• Approval of and signature on request for leave without pay (action item)</li> </ul>
10	<ul style="list-style-type: none"> <li>• Kiel Burmester, Public Works Director, presenting a Public Works update</li> </ul>

11	<ul style="list-style-type: none"> <li>Hal Jensen, Planning and Development Director, seeking approval of and signature on Agreement of Cooperative Action Inspection of Building Activities within the City of Inkom (requested 5 minutes) (action item)</li> </ul>
12	<ul style="list-style-type: none"> <li>Discussion about the Facilities Master Plan (requested 10 minutes) (potential action item)</li> </ul>
13	<ul style="list-style-type: none"> <li>Signature on Agreement for Pathology Services Between Bannock County and Ada County</li> </ul>
14	<ul style="list-style-type: none"> <li>Signature on Pricing Supplement for TransUnion</li> </ul>

## Meeting Notes

- 1 9:01 AM Moser called the meeting to order. Hough moved to approve the invoices, Commission report and credit applications. The motion passed. Hough moved to approve the salary forms. The motion passed. Hough moved to approve the memo allowing a Solid Waste employee to sign invoices. The motion passed.
- 2-5 9:05 AM Hough reviewed there are four issues for executive session and moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel for three issues and under Idaho Code §74-206(1)(f) to communicate with legal counsel for one. The motion passed by roll call vote.  
10:01 AM Hough moved to exit executive session. The motion passed. Hough moved to authorize leave without pay as presented, to approve the requested exceptional placement for the Prosecutor, and authorize the attorney to move forward with Planning and Development as discussed in regards to the gravel pit in Inkom. The motion passed.
- 6 10:02 AM Devanee Morrison also appeared. Morrison requested reimbursement for repairing the approach due to it being a liability of the County. Public Works Director Kiel Burmester appeared and explained the last 16 years the road has had asphalt lifts which created an angle into the approach. Discussions occurred on previous conversations to fix the issue and dates, lack of communication, flooding, and timeline of communications.  
10:20 AM Hough felt the County has some responsibility, but not at the level that Morrison completed the work at. Moser felt the owner completed the repair on their own after being told the County would. The Morrisons relayed communications, frustrations, and lack of communications. Moser moved to repair the approach for the neighbor to County standards and reimburse the Morrisons at that cost incurred. The motion passed.
- 7 10:35 AM Public Works Director Kiel Burmester, Planning Director Hal Jensen, and Facilities Director Dan Kendall appeared. The fairgrounds buildings were discussed and options. The land issues need sorted out and fixed. Moser suggested reallocating the funds set aside for demolition toward the new building. The ownership maps will be sent out and a meeting with Downey city council scheduled in two weeks.
- 8 10:50 AM Charity Staggs appeared and reviewed a request for the County to cover one-half of the grant writing fee for CDBG grants for Arimo and Lava under the contract with SICOG. Discussion ensued on contract intent and whether taxing districts could utilize it. The Board concurred that the grant writing contract should only cover County departments.
- 9 11:10 AM Public Works Director Kiel Burmester appeared for a request for leave without pay for staff. Hough moved to approve the leave without pay. The motion passed.
- 10 11:12 AM Burmester gave updates on Public Works projects.
- 11 11:07 AM Jensen appeared. Hough moved to approve the contract with the City of Inkom. The motion passed. Jensen reported the small cities have indicated they are prepared to move back to the County for permits.
- 12 11:21 AM Planning Director Hal Jensen, Coroner Torey Danner, Public Works Director Kiel Burmester, and Facilities Director Dan Kendall appeared. The facilities master plan should be worked on. Hough

suggested building a new facility for Road and Bridge and Planning on 40 acres further south of the current location and sell the property on South Fifth Avenue. Jensen suggested having an analysis on the departments, space needs, and cost to benefit. The analysis will be reviewed in approximately six weeks.

- 13 11:04 AM Hough moved to approve the Ada County agreement for pathology services and TransUnion pricing supplement. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commission report, credit applications, salary forms, and memo authorizing claims.	Auditing/Resolution
Approved entry/exit executive session – personnel and litigation; and approved leave without pay as presented, exceptional placement for the Prosecutor hire, and the attorney moving forward with Planning and Development in regards to the gravel pit in Inkom.	Clerk/HR/Legal
Approved reimbursement for approach after determining costs of repairing a neighbor.	Public Works/Auditing
Ownership maps of Downey Fairgrounds to be sent out and meeting scheduled with Downey City Council.	Planning/Commission
Approved leave without pay.	Public Works/Auditing
Approved agreement with Inkom for building inspections.	Planning
Complete analysis of departments, space needs, and costs for Public Works, Noxious Weed, Mosquito, Planning and Development, and Coroner.	Planning
Approved agreements with TransUnion and with Ada County for pathology services.	Coroner