



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, October 24, 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 Comptroller Kristi Klauser

Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action items)</p> <p>Claims Agenda:</p> <ul style="list-style-type: none"> • Board of Ambulance District: Invoices and Commissioner Report • Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications • 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 • Payroll Report • Alcohol Licenses and Permits • Certificate of Residency Approval • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization <p>Work Session Agenda:</p>
2	<ul style="list-style-type: none"> • Kiel Burmester, Public Works Director, seeking to discuss Road and Bridge Capital/Heavy Equipment Funds for equipment (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, requesting (1) potential signature on a contract with Teton West of Idaho for the Fairgrounds Exhibit Hall Steel Building project; (2) potential signatures on Change Orders with CM Company; (3) providing a procurement update, and; (4) potential signature on a proposal with Summit Fire and Security (requested 10 minutes) (action items)
4	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, regarding a review of and potential signature on the Fiscal Year 2024 Financial Audit Engagement Letter from WIPFLI, LLC (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Ratify Signature on Liquor Licenses (action item)

Meeting Notes

- 1 9:04 AM Hough called the meeting to order. Hough moved to approve the claims. The motion passed. Hough moved to approve the salary forms. The motion passed. Crowder moved to approve the alcohol licenses. The motion passed. Hough moved to approve the credit applications and reimbursements. The motion passed. Hough moved to approve the certificate of residency. The motion passed.

- 2 9:06 AM Procurement Officer Shanda Crystal also appeared. Burmester explained road chipper is 18 years old and needs major repairs. Budget includes dump truck with sander and plow and request to use those funds and maintenance funds if bidding. Suggest look at contract, discussion on purchase vs fix current. Review contract then have another discussion.
- 3 9:23 AM Crystal requested signature on the contract with Teton West of Idaho for the Fairgrounds Exhibit Hall bid award. Crowder moved to approve and sign the contract as presented. The motion passed.
9:24 AM The change orders with CM Company were reviewed. Hough moved to approve change orders two and three. The motion passed.
9:26 AM Crystal requested approval of the contract with Summit Fire and Security for jail communications. Crowder moved to authorize the contract and for Commissioner Hough to sign. The motion passed.
9:27 AM Crystal gave updates on procurement projects.
- 4 9:31 AM Klauser reviewed the audit engagement letter and corrections that will be made.
- 5 9:35 AM Hough reviewed the alcohol licenses were signed last week. Hough moved to ratify signatures from 10/17. The motion passed. Discussion ensued on two invoices with notes. Hough moved to approve the invoices. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved claims, salary forms, alcohol licenses, credit applications, reimbursements, and certificate of residency.	Clerk/Auditing/Resolutions
Approved contract with Teton West of Idaho for Fairgrounds Exhibit Hall bid.	Procurement/Parks & Rec
Approved change orders with CM Company.	Procurement/Facilities
Approved contract with Summit Fire and Security for jail communications.	Procurement/Sheriff
Approved ratification of alcohol licenses and invoices.	Auditing