



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, November 7, 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, Kristi Klauser, Matthew Phillips

Agenda Details

AGENDA	
1	Claims Meeting and Work Session (action items) Claims Agenda: <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
2	Work Session Agenda: <ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, seeking signature on a contract requesting waived fees (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> • Kiel Burmester, Public Works Director, requesting to discuss the property in Downey and potential equipment needs (requested 10 minutes) (potential action item)
4	<ul style="list-style-type: none"> • Alisse Foster, Subdivision Planner, seeking approval on a plat for Marley Acres Subdivision (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, providing a procurement update
6	<ul style="list-style-type: none"> • Signature on Notice for Public Hearing for Stormwater Management Ordinance (action item)
7	<ul style="list-style-type: none"> • Matthew K. Phillips, Human Resources and Risk Management, requesting an Executive Session under Idaho Code §74-206(1)(a) & (b) regarding personnel with potential action following adjournment of Executive Session (requesting 10 minutes) (action item)
8	Bid Opening for Exhibit Hall Ceiling Invitation to Bid and Exhibit Hall Fire Suppression Invitation to Bid (action item)

Meeting Notes

- 9:02 AM Moser called the meeting to order and reviewed an amendment to the agenda. Hough moved to approve the amended agenda. The motion passed. Hough moved to approve the Commission report, invoices, and credit applications. The motion passed.

- 2 9:05 AM Bill Jons appeared. Crowther reviewed the request for bleachers. Jons reviewed the event. A fee waiver is requested for the use and delivery of the bleachers. Hough moved to approve the request for a fee waiver. The motion passed.
- 3 9:08 AM Burmester reviewed the progress on the concrete and building demo in Downey. The building structure is gone and everything should be cleaned up and out next week.

9:11 AM Facilities Director Dan Kendall reviewed a requirement for a forklift for the Coast-to-Coast building. Hough moved to approve the rental agreement. The motion passed.
- 4 9:13 AM Foster reviewed the plat for Marley Acres Subdivision. Hough moved to approve....
- 5 9:15 AM Crystal gave an update on procurement projects.
- 6 9:18 AM Planning Director Hal Jensen appeared and explained an agreement with localities and requirement by DEQ to have this ordinance. The ordinance was heard by council with one minor change. Hough moved to approve publication of the public hearing notice for the Stormwater Management Ordinance. The motion passed.
- 7 9:19 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a) & (b) regarding personnel. The motion passed by roll call vote.
9:35 AM Hough moved to exit executive session. The motion passed. Hough moved to authorize HR and the Elected Official to enter into negotiations with an employee. The motion passed.
- 8 10:00 AM Procurement Officer Shanda Crystal was present. Moser reviewed the bid solicitations for the Exhibit Hall Ceiling and Exhibit Hall Fire Suppression projects. Crystal unsealed the bid for the ceiling. Hough reviewed one bid was received from KJ Acoustics for \$16,185. Hough moved to accept the bid for advisement. The motion passed.
10:04 AM Crystal unsealed the bid for fire suppression. Hough reviewed the bids received from 3-D Fire Protection for \$94,692 and Legacy Fire Protection for \$62,775. Hough moved to accept the bids and take under advisement. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda, Commission report, invoices, and credit applications.	Clerk/Auditing
Approved fee waiver for bleachers for Community Nativity.	Parks & Rec
Approved forklift rental.	Fairgrounds/Facilities
Approved public hearing notice publication for adoption of Stormwater Management Ordinance.	Clerk
Approved entry/exit executive session – personnel and HR/EO negotiation with staff.	HR
Accepted bids for review for fire suppression and ceiling projects for the Fair Exhibit Hall.	Procurement