



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, November 14, 2024
Commissioners present:	Ernie Moser and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	Jeff Hough
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"> • Scott Crowther, Business Manager and Event Director, regarding signature on a contract with fee waiver for the Christmas in the Night Time Skies (requesting 5 minutes) (action item)
3	<ul style="list-style-type: none"> • Matt Olsen, Juvenile Justice, requesting to review and seeking potential signature on the department CFY Annual Report to the IDJC (requested 15 minutes) (action item)
4	<ul style="list-style-type: none"> • Anita Hymas, Assessor, seeking approval of and potential signature on a Memorandum of Agreement with the Idaho Department of State Parks and Recreation (requested 10 minutes) (action item)
5	<ul style="list-style-type: none"> • Kiel Burmester, Public Works Director, presenting a Public Works update
6	<ul style="list-style-type: none"> • Emma Iannacone, Public Information Officer, seeking signature on the EMAC reimbursement form for the North Carolina Hurricane Relief deployment (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, requesting to discuss (1) a recommendation to award Exhibit Hall Electrical Invitation to Bid; (2) potential signature on a contract with Pro Builders, Inc. for the Tactical Training Center Project, and; (3) procurement update (requested 10 minutes) (action item)
8	<ul style="list-style-type: none"> • Kristi Davenport, Management Assistant, presenting offers from two citizens for property that was offered for sale at the Bannock County Sale of Real Property on October 29, 2024 (requested 5 minutes) (action item)
9	<ul style="list-style-type: none"> • Bid Opening for Invitations to Bid for Exhibit Hall Plumbing and Exhibit Hall HVAC (action item)

Meeting Notes

- 1 8:59 AM Moser called the meeting to order. Crowder moved to approve the Commissioner reports, invoices, and credit applications. The motion passed. Crowder moved to approve the payroll report. The motion passed. Crowder moved to approve the salary form. The motion passed.
- 2 9:02 AM Event Manager Chaney Colter and Vicki Jenkins appeared. Colter reviewed the fee waiver request for Toys for Tots drive. Crowder moved to approve the request. The motion passed.
- 3 9:04 AM Chief Probation Officer Todd Mauger also appeared. Olsen reviewed the requirement for annual reporting and the statistics contained in the report. Crowder moved to approve the report. The motion passed.
- 4 9:27 AM Lead Motor Vehicle Tech Kandice Grund also appeared. Hymas reviewed the MOU with the State of Idaho and that legal reviewed the agreement. The Parks & Rec tags include snowmobile, boat, off-road, and invasive species. Crowder moved to approve the memorandum. The motion passed.
- 5 9:32 AM Burmester gave updates on Public Works activities.
- 6 9:47 AM Iannacone reviewed the reimbursement request to the State for the deployment to North Carolina. Crowder moved to approve the reimbursement form. The motion passed.
- 7 9:50 AM Facilities Director Dan Kendall also appeared. Crystal recommended awarding the Exhibit Hall electrical bid to Razor Electric LLC for \$144,200. Crowder moved to approve the award. The motion passed.
9:52 AM Crystal reviewed the tactical training center bid award contract with Pro Builders for \$584,936. Crowder moved to approve awarding the contract for the tactical training to Pro Builders. The motion passed.
9:54 AM Crystal gave updates on procurement projects.
- 8 9:56 AM Davenport reviewed offers for property that did not sell at the auction. Cindy Stone offered \$50 for parcel RRPRPIN1006700 as it adjoins the back of her property. She has spoken with the Assessor regarding the offer and to combine the parcel.
9:57 AM Cindi Hysell has offered \$500 for parcel RPRPCPP114701 as it runs adjacent to the back of her property. Crowder moved to accept the offers of \$50 for parcel RRPRPIN1006700 and \$500 for parcel RPRPCPP114701. The motion passed.
- 9 10:00 AM Moser reviewed the bid solicitations for the Exhibit Hall Plumbing and HVAC projects. Procurement Officer Shanda Crystal unsealed the bids for the HVAC. Bids were received from:
ACCO Engineered Systems for \$233,409
Beck's Heating and Air Conditioning for \$283,700
Charron Air Conditioning for \$96,567
Crowder moved to accept the bids to take under advisement for further review. The motion passed.

10:04 AM Crystal unsealed the bids for the plumbing. Bids were received from:
DB Plumbing LLC for \$110,850
Portneuf Valley Plumbing LLC for \$81,700
Crowder moved to accept the bids and take under advisement. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Commissioner reports, invoices, credit applications, payroll report, and salary forms.	Auditing/Resolution
Approved fee waiver for Christmas In the Night Time Skies.	Parks & Rec

Approved Annual Report to IDJC.	Juvenile
Approved MOU with Idaho Parks and Rec.	Assessor
Approved reimbursement request form to State for EMAC deployment.	PIO/OEM
Approved awarding the Exhibit Hall electrical bid to Razor Electric LLC for \$144,200 and contract for the tactical training center bid award with Pro Builders for \$584,936.	Procurement/Facilities
Accepted offers of \$50 for parcel RRPRPIN1006700 and \$500 for parcel RPRPCPP114701.	Commission/Assessor
Accepted bids for review from ACCO Engineered Systems, Beck's Heating and Air Conditioning, and Charron Air Conditioning for Exhibit Hall HVAC; and from DB Plumbing LLC and Portneuf Valley Plumbing for Exhibit Hall plumbing.	Procurement/Facilities