



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Friday, December 6, 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	
1	<p>Claims Meeting and Work Session (action item)</p> <p>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 • ARPA Invoices • 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"> • Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
3	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, request to discuss (1) a potential signature on contract with Idaho Wholesale Hardware; (2) a potential signature on contract with Teton Smart Security; (3) a potential signature on contract with Razor Electric, and; (4) a procurement update (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> • Hal Jensen, Planning and Development Director, requesting signature on plat for Westfield Estates Division 5 (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Alisse Foster, Subdivision Planner, seeking discussion pertaining to a request for written statement from Bannock County to the City of Chubbuck (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • Kiel Burmester, Public Works Director, requesting review of and signature on (1) the Master Challenge Cost Share Agreement with the USDA Forest Service Northern and Intermountain Regions, and; (2) on Bannock County Annual Operating Plan 2024-2025 (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, seeking (1) signatures on Leases with CAT for 2024 Backhoe Loader, 2024 150-15AWD Motor Grader, and 2024 950-14 Wheel Loader, and: (2) to provide an ARPA update (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> • Signature on Memo for Employee Anniversary Recognition (action item)
9	<ul style="list-style-type: none"> • Signature on November Commissioner Proceedings (action item)
10	<ul style="list-style-type: none"> • Signature on Public Hearing Notices (action item)

Meeting Notes

- 1 9:59 AM Moser called the meeting to order.
10:02 AM Hough moved to approve the invoices, Commissioner report, and credit applications. The motion passed. Hough moved to approve the salary form. The motion passed. Hough moved to approve the alcohol licenses. The motion passed.
- 2 10:00 AM Community Resources and Advocacy Director Shantal Laulu presented cremation applications for case numbers 20250011, 20250012, and 20250013. Hough moved to approve case numbers 2025001, 20250012, and 20250013. The motion passed.
- 3 10:06 AM Crystal requested approval of a contract with Teton Smart Security for the Exhibit Hall fire alarm for \$9,882. Hough moved to approve the contract. The motion passed.
10:07 AM Crystal requested approval of a contract with Idaho Wholesale Hardware for the Exhibit Hall doors for \$46,159. Hough moved to approve the contract. The motion passed.
10:08 AM Crystal requested approval of a contract with Razor Electric for the Exhibit Hall Electrical bid award for \$144,200. Hough moved to approve the contract. The motion passed.
10:08 AM Crystal gave updates on procurement projects.
- 4 10:18 AM Jensen reviewed the final plat meets the standards in the ordinance. Hough moved to accept and sign the plat. The motion passed.
- 5 10:13 AM Planning Director Hal Jensen reviewed that Chubbuck is concerned for a pressurized line under the asphalt and asked the County to participate in a warranty. Jensen shared concerns, and discussed the homeowner's association and the development agreement. Discussion ensued on area of city and future annexation. Hough moved to decline providing a written statement in support of a ten year warranty. The motion passed.
- 6 10:21 AM Burmester reviewed grooming agreements. Questions arose on reporting requirements. The Board would like to discuss these with the Forest Service at meeting for road validation next week.
- 7 10:30 AM Klauser reviewed lease agreements for equipment. Hough moved to approve the lease documents. The motion passed.
10:36 AM Klauser gave updates on ARPA projects. Hough moved to authorize reallocation of funds remaining from the sheep barn to the exhibit hall. The motion passed.
- 8 10:43 AM Hough moved to approve the memo for employee anniversary recognition. The motion passed.
- 9 10:44 AM Hough moved to approve both public hearing notices and the November Commissioner Proceedings for publication. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commissioner report, credit applications, salary form, and alcohol licenses.	Auditing/Resolution
Approved case numbers 2025001, 20250012, and 20250013 for cremation assistance.	Indigent
Approved contracts with Teton Smart Security for the Exhibit Hall fire alarm for \$9,882; Idaho Wholesale Hardware for the Exhibit Hall doors for	Procurement

\$46,159; and Razor Electric for the Exhibit Hall Electrical bid award for \$144,200.	
Approved final plat for Westfield Estates Division 5.	Planning
Declined issuing statement of ten year warranty.	Planning
Discuss grooming agreements with Forest Service next week at road validation discussion.	Public Works/Commission
Approved equipment leases with CAT.	Public Works
Approved reallocation of ARPA funds from sheep barn to exhibit hall.	Auditing
Approved memo for anniversary recognition.	Commission
Approved public hearing notices for TDR and road validation and November proceedings for publication.	Clerk