



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, December 12, 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, and Attorney Brian Trammell

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 • Indigent Business may require an Agreement and Authorization <p>Work Session Agenda:</p>
2	<ul style="list-style-type: none"> • Charity Staggs, SICOG, requesting to update, discuss and present a proposal about the BLM Good Neighbor Authority Grant (requested 15 minutes) (action item)
3	<ul style="list-style-type: none"> • Kiel Burmester, Public Works Director, presenting a Public Works update
4	<ul style="list-style-type: none"> • Daniel Kendall, Chief Building Official, requesting a fee waiver for gravel from the Virginia Pit. This would be for the Bannock County Event Center in Downey, Idaho (requested 5 minutes)
5	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, seeking to discuss (1) a potential signature on contract with Day Wireless Systems; (2) a potential signature on a contract with 21st Century Remodel, and; (3) a procurement update (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • (AMENDED to include) Signature on Termination of Memorandum of Understanding (requested 2 minutes) (action item)
7	<ul style="list-style-type: none"> • (AMENDED to include) Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action item)

Meeting Notes

- 1 9:00 AM Moser called the meeting to order and reported the agenda was amended. Hough moved to approve the amended agenda. The motion passed. Hough moved to approve the Commissioner report and invoices. The motion passed. Hough moved to approve the credit application. The motion passed. Hough moved to approve the salary forms. The motion passed. Hough moved to approve the payroll report. The motion passed.
- 2 9:12 AM Staggs reviewed the project manager for the BLM Good Neighbor grant pulled out. After discussion with BLM, the proposal is to increase her contract cost to \$30,000 and adjust the budget to take over duties and provide for additional acreage. The final grant amount does not change. Hough moved to approve the changes to the BLM grant as discussed. The motion passed.
- 3 9:15 AM Assistant Director Buddy Romriell and Shop Manager Jason Murdock also appeared. Burmester gave updates on Public Works. 9:28 AM Romriell reported on fleet management.
- 4 9:35 AM Kendall requested gravel for the exhibit building from the Virginia site for the contractor to use, which will save on costs. The Board agreed.
- 5 9:37 AM Chief Technical Officer Adam McKinney also appeared. Crystal requested a contract with Day Wireless. The project was originally anticipated to be completed by now, but will go past the ARPA obligation deadline. Hough moved to approve the contract. The motion passed.
9:39 AM Crystal requested a contract with 21st Century for \$38,178.60. Hough moved to approve the contract. The motion passed.
9:40 AM Crystal gave updates on procurement projects.
- 6 9:11 AM Hough reviewed the MOU termination agreement with ISU and moved to approve the agreement. Crowder abstained from voting. The motion passed.
9:12 AM Moser exited.
- 7 9:04 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. 9:11 AM Hough moved to exit the executive session. Moser moved to deny the salary form. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda, Commissioner report, invoices, credit application, salary forms, and payroll report.	Auditing/Resolution
Approved budget revisions for BLM Good Neighbor Authority Grant.	OEM/Grant Team
Approved contracts with Day Wireless and 21 st Century.	Procurement
Approved Termination of MOU with ISU.	Commission