



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, December 17, 2024
Commissioners present:	Ernie Moser and Jeff Hough
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	John Crowder
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Brian Trammell, and HR Director Matt Phillips

## Agenda Details

AGENDA	
1	Regular Business Meeting (action items) <b>BOARD OF COMMISSIONERS</b> MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<ul style="list-style-type: none"> <li>• Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Tony Manu, Sheriff, discussion about and approval to reallocate vehicles to other departments or send them to auction (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Buddy Romriell, Assistant Public Works Director, requesting to sell salvageable drone equipment (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Daniel Kendall, Chief Building Officer, seeking signature on an annual Software Service Support Agreement with Clima-Tech (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Shanda Crystal, Chief Procurement Officer, seeking a potential signature on contracts with (1) Direct Communications, and; (2) Razor Electric (requested 5 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Alisse Foster, Subdivision Planner, seeking approval and potential signature on Agreement of Cooperative Action Inspection of Building Activities with the cities of Downey and Arimo (requested 5 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>• Matthew K. Phillips, Human Resources and Risk Management Director, requesting approval to sign a Docusign annual contract to add an onboarding module to ApplicantPro (requesting 5 minutes) (action item)</li> </ul>
9	<ul style="list-style-type: none"> <li>• Nancy Allen, Administrative Manager, seeking acceptance of and online signature by the Chairman of the Fiscal Year 2024 Edward Byrne Memorial Justice Assistance Grant (requested 5 minutes) (action item)</li> </ul>
10	<ul style="list-style-type: none"> <li>• Brian Trammell, Prosecutor's Office, requesting an Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (requested 15 minutes) (action item)</li> </ul>
11	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution No. 2024-76 Approving November 2024 Salaries Resolution No. 2024-77 Approving November 2024 Alcohol Licenses
12	<b>SIGNATURE ONLY (action items):</b> Hold Harmless Agreement
13	<b>CONSENT AGENDA (action items):</b> <ul style="list-style-type: none"> <li>• Manual Checks</li> <li>• Alcohol Licenses and Catering Permits</li> <li>• Certificate of Residency Approval</li> </ul>

- 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
- Technology Forms
- Minutes: Approving Meeting Minutes for November 21 and 26, 2024, and Certification of Said Minutes

## Meeting Notes

- 1 9:00 AM Moser called the meeting to order.
- 2 No business.
- 3 9:01 AM Captain Andy Iverson also appeared. Iverson reviewed the request to sell vehicles through Gauge and the vehicles. 9:03 AM Public Works Assistant Director Buddy Romriell appeared. The vehicles were looked over to determine any repairs needed if kept and reallocated. Discussion ensued on the auction process, Idaho Code, and specialty auctions. Trammell will research the issues and dealing with another government entity. Hough moved to approve the sale pending legal's authorization after the review. Iverson added that if this route will not work, they will strip the cars to go to PrimeTime. The motion passed.
- 4 9:08 AM Romriell requested to sell the salvageable items from the crashed drone to Franklin County. Hough moved to approve the sale pending approval from legal. The motion passed.
- 5 9:10 AM Kendall requested approval of a contract for HVAC control software. Hough moved to approve the Clima-Tech agreement. The motion passed.
- 6 9:12 AM Crystal requested approval of a contract with Direct Communications for \$12,000 for the Exhibit Hall. Hough moved to approve the contract. The motion passed.  
9:13 AM Crystal requested approval of a contract with Razor Electric for \$2,000 for work in the deputy stations. Hough moved to approve the contract. The motion passed.
- 7 9:15 AM Public Works Director Hal Jensen and Assistant Director Tristan Bourquin appeared. Bourquin reviewed amendments for contracts for building activities in Downey and Arimo. Hough moved to approve the contracts for Downey and Arimo. The motion passed.
- 8 9:17 AM Phillips requested approval of DocuSign to add a module for onboarding. Efficiencies were reviewed. Questions were addressed on DocuSign and the promo rate. Hough moved to approve the contract with the monthly payment. The motion passed. Hough amended the motion to authorize HR's electronic signature. The motion passed.
- 9 9:25 AM Allen shared the JAG grant that is shared with the City of Pocatello was awarded and acceptance will require Commissioner Moser to do so online. Hough moved to accept the grant and authorize Moser accept online. The motion passed.
- 10 9:29 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.  
9:36 AM Hough moved to exit executive session. The motion passed. Hough moved to grant the exceptional placement as discussed. The motion passed.
- 11 9:26 AM Moser reviewed the resolutions. Hough moved to approve Resolutions 2024-76 and 77. The motion passed.
- 12 9:27 AM Public Works Director Kiel Burmester appeared. The agreement with Bonner Morrison has been reviewed by legal. Hough moved to approve the hold harmless agreement. The motion passed.

- 13 9:27 AM Moser reviewed the consent agenda included salary forms and minutes. Hough moved to approve the consent agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved vehicle auction for Sheriff vehicles pending legal review of auction.	Legal/Sheriff/Resolution
Approved sale of salvaged drone parts to Franklin County pending legal review.	Legal/Public Works/Resolution
Approved agreement with Clima-Tech.	Facilities
Approved contracts with Direct Communications for \$12,000 for the Exhibit Hall and Razor Electric for \$2,000 for work in the deputy stations	Procurement
Approved contracts for building activities with Arimo and Downey.	Planning
Approved contract with ApplicantPro for additional module and HR's electronic signature.	HR
Approved acceptance of FY24 JAG grant online.	Grant Team/Sheriff
Approved entry/exit executive session – personnel, and exceptional placement for attorney.	HR/Clerk
Approved Resolution Nos. 2024-76 Approving November 2024 Salaries and 2024-77 Approving November 2024 Alcohol Licenses.	Clerk
Approved hold harmless agreement with Morrison.	Public Works
Approved salary forms and minutes through consent.	Auditing/Resolution/Clerk

In the Matter of APPROVING )  
NOVEMBER 2024 SALARIES )

R.S. No. 2024-76  
December 17, 2024

### RESOLUTION

WHEREAS, salary approval forms, for the month of November 2024, have been submitted for approval by the Board of County Commissioners;

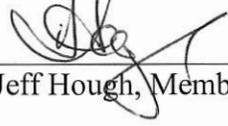
NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

<b>Date Approved</b>	<b>Name – Reason for Change Department – Position</b>	<b>Salary &amp; Effective Date</b>
11/05/2024	Parker Blad – Facilities – Maintenance Technician Trainee Level 1	\$19.68/hr 11/18/2024
11/12/2024	Charles Cole – K Powell Road & Bridge – Equipment Operator 2	\$21.07/hr 11/18/2024
11/12/2024	Tyson Jacobs – Temp Snowmobile – Groomer	\$21.00/hr 11/18/2024
11/12/2024	Michael Jones – Promotion Jail – Sergeant Detention Division	\$31.31/hr 11/16/2024
11/12/2024	Curtis Silva – K Johnson Road & Bridge – Purchasing & Inventory Coordinator	\$18.41/hr 11/25/2024
11/12/2024	Monte Steele – Temp Noxious Weed – Noxious Weed Control Operator	\$17.05/hr 11/07/2024
11/14/2024	Kelly Murdock – S Honas Road & Bridge – Shop Supervisor	\$22.54/hr 11/25/2024
11/19/2024	Kami Brown – Completed Certification Appraisal – Certified Property Appraiser	\$22.54/hr 11/17/2024
11/19/2024	Mandy Keller – Heidi DesRosier-Mathis Event Center – Administrative Assistant	\$16.07/hr 11/25/2024
11/21/2024	Kelly Moellmer – Replacing Elizabeth Byinton Juvenile Probation – PT Family Engagement, Self & Community Referral Program Coordinator	\$19.68/hr 11/25/2024
11/21/2024	Kailee Campbell – Alexis Stoor Clerk of the District Court – PT Sr. Admin Assistant-Courts	\$17.20/hr 12/02/2024
11/26/2024	Tyrel Garner – Replacing K Murdock Road & Bridge – Mechanic I	\$22.54/hr 12/02/2024
11/26/2024	Krystyna Beck – Replacing Lillian Dalton-Conley Jail – Classification/Booking Deputy	\$18.47/hr 12/02/2024
11/26/2024	Devin Roth – Replacing Maxwell Thurston Jail – Deputy Detention Division	\$23.00/hr 12/09/2024
11/26/2024	Michael Coito – Replacing Logan Curzon Sheriff – Corporal Criminal Division	\$29.57/hr 12/14/2024

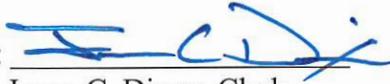
11/26/2024	Andrew Choules – Replacing Trevor Ranere Sheriff – Deputy Criminal Division	\$26.35/hr 12/14/2024
11/26/2024	Amber Asper – Replacing Jarod Call Jail – Deputy Detention Division	\$23.00/hr 12/14/2024
11/26/2024	Robert Robinson – Replacing Michael Jones Jail – Corporal Detention Division	\$26.35/hr 12/14/2024

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
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 Ernie Moser, Chairman

  
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 Jeff Hough, Member

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 John Crowder, Member

ATTEST:   
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 Jason C. Dixon, Clerk

In the Matter of APPROVING )  
NOVEMBER 2024 ALCOHOL LICENSES )

R.S. No. 2024-77  
December 17, 2024

**RESOLUTION**

WHEREAS, in the month of November 2024, the following have applied for the following licenses and have been issued permits by the District Health Department and do not have any disqualifications;

NOW, THEREFORE, BE IT RESOLVED that the following applications for licenses/permits be approved.

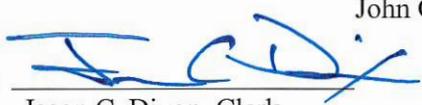
DATE APPROVED	LIC #	TOTAL	OWNER/APPLICANT	DBA/Event
11/12/2024	ABL2024-168	\$200.00	Taqueria Sol Azteca	Taqueria Sol Azteca
11/21/2024	ABL2024-169	\$125.00	Philbin Crossing Mart Inc	Philbin Crossing Mart

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chairman

  
Jeff Hough, Member

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John Crowder, Member

ATTEST:   
Jason C. Dixon, Clerk

**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of November 21, and 26, and December 6 and 10, 2024, as approved during the meeting of December 17, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
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Ernie Moser, Chair

  
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Jeff Hough, Member

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John Crowder, Member

ATTEST:

  
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Jason C. Dixon, Clerk