



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, December 19, 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 and Comptroller Kristi Klauser

Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action item) NOTE: The time of this meeting is two hours later than normal.</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 Authorization
	<p>Work Session Agenda:</p>
2	<ul style="list-style-type: none"> • Daniel Kendall, Facilities Director, providing a monthly facilities update
3	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, providing a procurement update
4	<ul style="list-style-type: none"> • Kiel Burmester, Public Works Director, seeking to discuss and potential signature on (1) Master Challenger Cost Share Agreement with Idaho Department of Parks and Recreation, and; (2) Bannock County Annual Operating Plan including the Modification of Grant or Agreement (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Alisse Foster, Subdivision Planner, requesting to review and signature on the Coyote Hollow Subdivision Phase 4 bond, and; (2) Coyote Hollow Subdivision Phase 4 plat (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, seeking (1) Fiscal Year 2024 Indigent Defense Expenditure Report; (2) signature on Road and Bridge Report, and; (3) providing an ARPA update (requested 10 minutes) (action item)
7	<ul style="list-style-type: none"> • Signature on Quit Claim Deed (action item)
8	<p>BOARD OF AMBULANCE DISTRICT</p> <ul style="list-style-type: none"> • Signature on Professional Sales and Service, L.C. (action item)

Meeting Notes

- 1 11:00 AM Moser called the meeting to order. Moser pointed out and explained invoices for funds being returned to ISU for the forensic pathology, and funds to the state from tax sale overages that will go to unclaimed funds. Hough moved to approve the invoices, Commission report, and credit applications. The motion passed. Hough moved to approve the salary form. The motion passed.
- 2 11:03 AM Kendall gave updates on facilities.
- 3 11:15 AM Assistant Public Works Director Buddy Romriell also appeared. Discussion ensued on procuring fuel, changing the fuel grade, and link to equipment repairs. Hough moved to approve the fuel bid change at the higher octane level. The motion passed. Crystal gave updates on procurement projects.
- 4 11:24 AM Assistant Public Works Director Buddy Romriell also appeared. Burmester met with the Forest Service last week and explained the modification is the operating plan for this year. Hough moved to approve the contract. The motion passed.
11:26 AM Burmester clarified the purpose of the master cost share agreement. Hough moved to approve the agreement. The motion passed.
- 5 11:10 AM Foster reviewed a bond agreement for the final plat stage of seeding for Coyote Hollow Phase 4. Hough moved to approve the final plat and construction bond. Foster reviewed the plat. The motion passed.
- 6 11:29 AM Klauser requested approval of the public defense report which will be completed online. Hough moved to approve the report and authorize signatures. The motion passed.
11:29 AM Klauser reviewed the annual road report. Hough moved to approve the road and street financial report. The motion passed.
11:33 AM Klauser reviewed ARPA projects and potential options for final obligations. Hough moved to go forward with metal detectors, Detention Center paving, and YDC contingency obligations. The motion passed.
- 7 11:42 AM Hough moved to approve the quit claim deed. The motion passed.
- 8 11:43 AM Hough moved to enter into the Ambulance District. The motion passed. Hough moved to sign the professional sales and service agreement. The motion passed. Hough moved to exit executive session. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commission report, credit applications, and salary forms.	Auditing/Resolution
Approved fuel bid change to higher octane level.	Procurement/Public Works
Approved Annual Operating Plan with FS and Master Challenge Cost Share Agreement with IDPR.	Public Works
Approved bond agreement and plat for Coyote Hollow Subdivision Phase 4.	Planning/Resolution
Approved public defense report, road report, and ARPA obligations for metal detectors, paving, and contingency for YDC.	Auditing
Approved quit claim deed.	Commission
Approved entry/exit Board of Ambulance and professional sales agreement.	Ambulance