



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, January 7, 2025
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, and Attorney Jon Radford

Agenda Details

AGENDA	
1	Business Meeting (action item) BOARD OF COMMISSIONERS MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<ul style="list-style-type: none"> Executive Session under Idaho Code 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement with potential action following adjournment of Executive Session (action item)
3	<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)
4	BOARD OF AMBULANCE DISTRICT <ul style="list-style-type: none"> Ryan O’Hearn, Pocatello Fire Chief, requesting approval for a grant extension for the 2022 Assistance to Firefighters Grant (requested 10 minutes) (action item)
5	BOARD OF COUNTY COMMISSIONERS <ul style="list-style-type: none"> Kristi Klauser, Comptroller, requesting approval of unemployment for Quarter 4 of 2024 with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following Executive Session (requested 5 minutes) (action item)
6	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2025-01 Approving December 2024 Alcohol Licenses Resolution No. 2025-02 Approving December 2024 Salaries Resolution No. 2025-03 Self-Certification to Increase Micro-Purchase Threshold for Federal Funds
7	SIGNATURE ONLY (action items): Commissioner Proceedings for December 2024
8	CONSENT AGENDA (action items): <ul style="list-style-type: none"> Manual Checks Alcohol Licenses and Catering Permits Certificate of Residency Approval 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: Approval of Meeting Minutes for December 30, 2024, and January 2, 2025, and Certification of Said Minutes
9	Public Hearing Transfer of Development Rights (action item)

Meeting Notes

- 1 9:00 AM Moser called the meeting to order and shared that there are three executive sessions that will be done at one time.
- 2 9:00 AM Hough moved to enter into executive session under Idaho Code 74-206(1)(f) to communicate with legal counsel, (a) & (b) for personnel, and (d) to consider exempt records. The motion passed by roll call vote. ISU President Robert Wagner was present. 9:06 AM Wagner exited and Shantal Lauu appeared. 9:10 AM Lauu exited. 9:11 AM Hough moved to exit executive session. The motion passed. Hough moved to issue a check to ISU for \$168,882.32 and expedite the process to return funds spent for the forensic pathology project. The motion passed.
- 3 9:11 AM Following the executive session, Hough moved for case number 20110199 to accept the offer presented to remove the lien on one property and attach a lien to the new purchase. The motion passed. 9:12 AM Lauu presented case numbers 20250016 and 20250017 for cremation assistance. Hough moved to approve case 20250016 and deny case 20250017. The motion passed.
- 4 9:14 AM Hough moved to enter into the Board of Ambulance. The motion passed. Autumn Baker and Assistant Chief Dean Bullock appeared. Baker reviewed the grant extension request to utilize the remaining funds left due to cost savings for additional paramedic training. Discussion ensued on training location, cost savings, and expansion preparation. Hough moved to approve requesting an extension. The motion passed. Hough moved to exit the Ambulance District. The motion passed.
- 5 9:14 AM Following the executive session, Hough moved to approve the Q4 unemployment report. The motion passed.
- 6 9:20 AM Moser reviewed the resolutions. Hough moved to approve Resolutions 2025-01, 02, and 03. The motion passed.
- 7 9:21 AM Hough moved to approve the December proceedings for publication. The motion passed.
- 8 9:21 AM The consent agenda included invoices, salary forms, and minutes. Hough moved to approve the consent agenda. The motion passed.
- 9 11:00 AM Planning Director Hal Jensen and Assistant Director Tristan Bourquin appeared. Hough moved to open the public hearing. The motion passed. Moser reviewed the meeting purpose and that written comments were received from Cody and Natalie Scothern, Lynn and Margie Stewart, Leanne Christensen, and Justin Tobias which have been reviewed and are part of the record.
11:02 AM Jensen reviewed the process followed, the public hearing held with Planning Council and the recommended approval to this Board.
11:04 AM Margie Stewart, Bob Smith Road, explained they built where they did because it is quiet and surrounded by ag, and enjoy the quiet and beauty. When the properties were built on Bob Smith Road, there were 10-acre parcels, and the property at issue was split. She would feel different if it was an individual family home, but it is going to be a rental. There is no public land nearby. She is concerned about strangers coming and going and potential trespassing. She opposes another home on that property.
11:06 AM Lynn Stewart, Bob Smith Road, relayed that the applicant misled everyone at the first public hearing. He lives in Utah and not Lava. It is wrong to imply that he is a resident of Bannock County. He is from Utah and used his cabin address in Lava. The land being developed has the development rights used up and it is wrong to buy land somewhere else and transfer the building right to somewhere that it is already used up. For him, it's an investment and he'll make money at the neighboring resident's expense.
11:09 AM Kristie Thornley, Utah, explained her father had property on Bob Smith Road and her parents passed away. She is observing in case the property is affected.
11:10 AM Natalie Scothern, Bob Smith Road, expressed that when the property at issue was sold and divided, they offered to purchase it to keep it as ag, but it was priced extremely high. Now it has sold and this is happening. They moved from Utah to raise their kids in an ag area. When they bought their home,

they were told no one would ever be able to build next to them. That property is less than five acres. This guy has a home with 40 acres, another property in Utah, and is not going to live there.

11:12 AM Darrell Christensen, Bob Smith Road, indicated he emailed a comment, but apparently it has not been seen. He is opposed to the application and his family has been the largest owners on the road since 1971 and the only residents for decades. They allowed Road and Bridge to turn around on their property as needed. He believes owners should be able to use their property as they want as long as it is legal and does not impact neighbors negatively. He explained a previous property separation of a neighbor. The property was sold and then out-of-state people were trespassing on his property. That property was then used as a rental and vandalism started. The applicant paid for the property without building rights.

11:15 AM Hough moved to close the public hearing. The motion passed. Questions were addressed by staff regarding acreage in ag zones. Lot size and density requirements were reviewed. The transfer of development rights criteria includes the property has to be in an ag zone, but it does not specify where in Bannock County the building right or receiving property has to be located. The overall density will satisfy the requirements. The open space concerns are not applicable as this is not a subdivision. A minor land division was done by record of survey previous to the current ordinance. The application meets the intent and complies with the ordinance.

11:27 AM Hough relayed he knows the area and is a property rights advocate. This is a tough decision, but he sees no legal grounds to deny the application. Hough moved to approve the request to transfer the development rights. The motion passed. Appeal rights were reviewed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit executive session – legal/personnel/exempt records.	Clerk
Approved expedited check to ISU for forensic project.	Auditing
Approved offer for case number 20110199 and cremation assistance for case number 20250016; and denied application for case number 20250017.	Indigent
Approved entry/exit Board of Ambulance and requesting time extension for AFG grant.	Ambulance/Grant Team
Approved Q4 unemployment report.	Auditing
Approved Resolutions 2025-01 Approving December 2024 Alcohol Licenses; 2025-02 Approving December 2024 Salaries; and 2025-03 Self-Certification to Increase Micro-Purchase Threshold for Federal Funds.	Clerk
Approved December 2024 Commissioner proceedings publication.	Clerk
Approved invoices, salary forms, and minutes.	Auditing/Clerk/Resolution
Approved opening/closing public hearing and transfer of development rights for Tobias.	Planning

In the Matter of APPROVING)
DECEMBER 2024 ALCOHOL LICENSES)

R.S. No. 2025-01
January 7, 2025

RESOLUTION

WHEREAS, in the month of December 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
12/06/2024	ACP2024-008	\$20.00	SAND TRAP GRILL	CHRISTMAS PARTY
12/06/2024	ABL2024-170	\$175.00	BANNOCK COUNTY	PORT CONCESSIONS

BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chairman


Jeff Hough, Member

John Crowder, Member

ATTEST: 
Jason C. Dixon, Clerk

In the Matter of APPROVING)
 DECEMBER 2024 SALARIES)

R.S. No. 2025-02
 January 7, 2025

RESOLUTION

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

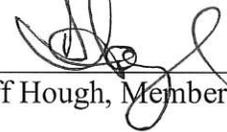
NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

Date Approved	Name – Reason for Change Department – Position	Salary & Effective Date
12/06/2024	April Scism – Replacing Sylvia Hirschi Jail – Classification/Booking Deputy	\$18.47/hr 12/07/2024
12/10/2024	Maritza Rodriguez – Temp Intern County Operations – Web Design Intern	\$7.25/hr 01/13/2025
12/12/2024	Kameron Sluder – Replacing Dusden Dursteler Solid Waste – Operator 2	\$21.07/hr 12/23/2024
12/12/2024	Kenneth Bullock – Replacing John Crowder Commission – Commissioner – District 3	\$3,189.76/biweekly 01/13/2025
12/12/2024	Ian Johnson – Replacing Stephen Herzog Prosecutor – Prosecutor	\$4,807.69/biweekly 01/13/2025
12/12/2024	Todd Ramirez – Replacing Monica Sanada District Court – Judicial Assistant – Judge Jarman	\$21.07/hr 12/23/2024
12/12/2024	Amanda Freckleton – Replacing Karla Holms District Court – Judicial Assistant – Judge Gabiola	\$24.40/hr 12/23/2024
12/12/2024	Monica Sanada – Replacing Amanda Freckleton District Court – Judicial Assistant – Judge Carnaroli	\$22.35/hr 12/23/2024
12/17/2024	Alexis Jorgensen – Replacing Terrence Pocatilla Family Court Services/DV Court – High Risk Team Coordinator	\$19.68/hr 01/06/2025
12/17/2024	Janet Franklin – E. Tognetti Prosecutors – Sr. Deputy Prosecuting Attorney	\$3,334.40/biweekly 12/30/2024
12/17/2024	Jessica Conn – Replacing LuAnn Losee Clerk/Recorder/Auditor – Payroll Tech	\$25.78/hr 12/30/2024
12/17/2024	LuAnn Losee – Replacing Mandy Keller Clerk/Recorder/Auditor – Grant Coord/Management Asst	\$24.83/hr 12/30/2024
12/17/2024	Brody Fink – Replacing Kayden Cummings Jail – Corporal Detention Division	\$26.35/hr 01/11/2025
12/17/2024	Stephan Gordon – Completed introductory period Jail – Deputy Detention Division	\$23.52/hr 01/08/2025
12/23/2024	Aren Manu – Replacing Riley Williams Parks & Event Center – Assistant Operations Manager	\$25.78/hr 12/29/2024
12/30/2024	Austin McNabb – Replacing Kobe Lusk Jail – Deputy Detention Division	\$23.00/hr 01/13/2025

12/30/2024	Megan Shutes – Replacing Karen Kindaro Sheriff – Drivers License Tech	\$17.22/hr 01/11/2025
12/30/2024	Ben Bagley – Part-time Juvenile Detention – On-call Juvenile Detention Deputy	\$19.68/hr 01/13/2025
12/30/2024	Kyle Au’Court – Completed Introductory and Passed POST Jail – Deputy Detention Division	\$23.52/hr 01/11/2025
12/30/2024	Jadrienne Stalder – Replacing Amber Asper Jail – Classification/Booking Deputy	\$18.47/hr 01/11/2025

BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chairman


Jeff Hough, Member

John Crowder, Member

ATTEST: 
Jason C. Dixon, Clerk

In the Matter of SELF-CERTIFICATION)
TO INCREASE MICRO-PURCHASE)
THRESHOLD FOR FEDERAL FUNDS)

R.S. 2025-03
January 7, 2025

RESOLUTION

WHEREAS, Bannock County, from time to time, receives federal funding for the purpose of purchasing goods and services that are subject to the procurement standards in the Uniform Guidance in 2 C.F.R. Part 200; and

WHEREAS, procurement of such goods and services is also subject to Idaho Code Title 67, Chapter 28 Purchasing by Political Subdivisions and the Bannock County Procurement Policy; and

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(ii), micro-purchases can be awarded without soliciting competitive price or rate quotations if the price has been considered to be reasonable based on research, experience, purchase history or other information and documents that should be documented; and

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(iii), Bannock County is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a micro-purchase threshold not to exceed \$50,000 can be made with an annual self-certification and documentation maintained and made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation; and

WHEREAS, 2 C.F.R. §200.320(a)(iv)(C) allows a higher threshold consistent with State law for public institutions; and

WHEREAS, Idaho Code §§67-2805 and 2806 require solicitation of quotes for procurements at or above \$50,000 for construction projects and \$75,000 for services/personal property; and

WHEREAS, Bannock County's Procurement Policy sets thresholds that follow State law; and

WHEREAS, increasing the federal micro-purchase threshold will ensure procurement compliance and uniformity for all County purchases;

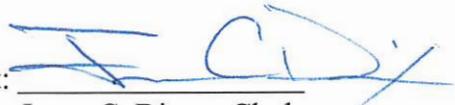
NOW, THEREFORE, BE IT RESOLVED, in accordance with 2 C.F.R. §200.320(a)(1)(iv) and Idaho law, the Board hereby self-certifies the micro-purchase threshold, which is a “higher threshold consistent with State law” under 2 C.F.R. § 200.320(a)(1)(iv)(C) for procurements with federal funds at \$50,000, which is at or below Bannock County’s Procurement Policy and Idaho Code thresholds.

BANNOCK COUNTY COMMISSIONERS


Ernie Moser, Chair


Jeff Hough, Member

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 December 30, 2024, and January 2, 2025, as approved during the meeting of January 7, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Ernie Moser, Chair



Jeff Hough, Member

John Crowder, Member

ATTEST:



Jason C. Dixon, Clerk