



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, January 9, 2025
Commissioners present:	Ernie Moser and Jeff Hough
Clerk of the Board:	Nancy Allen for 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 items)</p> <p>Claims 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 • 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"> • Hal Jensen, Planning and Development Director, seeking approval of and signature on a letter of support for the City of Pocatello (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> • Parker Blad, Facilities, seeking signature on a Memo for Authorization to Dispose Assets (action item)
4	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, requesting to discuss (1) a potential signature on the Idaho Federal Surplus Property Utilization Questionnaire; (2) a potential signature on CM Company Change Order #4, and; (3) providing a procurement update (requesting 10 minutes) (action item)
5	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, providing an ARPA update (potential action item)
6	<ul style="list-style-type: none"> • Signature on Meeting Facility Use Request Form for the City of Chubbuck (action item)
7	<p>Quarterly Jail Inspection (potential action item) <i>Note:</i> this meeting will be held at the Bannock County Sheriff's office at 5800 S. 5th Ave., Pocatello, Idaho</p>

Meeting Notes

- 1 9:00 AM Moser called the meeting to order. Hough moved to approve the invoices and reports. The motion passed. Hough moved to approve the salary forms. The motion passed. Hough moved to approve

the certificate of residency. The motion passed. Hough moved to approve the payroll report. The motion passed.

- 2 9:03 AM Assistant Planning Director Tristan Bourquin also appeared. Jensen reviewed the request from Pocatello for a letter of support to develop a parking lot and boat dock on the greenway expansion and river access project. Hough moved to approve the support letter. The motion passed.
- 3 9:06 AM Facilities Director Dan Kendall also appeared. Blad requested to recycle 53 filing cabinets that were in the public defenders. Hough moved to approve the disposal of assets. The motion passed.
- 4 9:08 AM Crystal reviewed the Idaho Federal Surplus Property Utilization Questionnaire for the Event Center tractor to verify that it is in use as intended. Hough moved to approve the questionnaire. The motion passed.
9:09 AM Crystal reviewed the CM Company Change Order #4 for the 6th Street project for \$2,882. Hough moved to approve the change order. The motion passed. Discussion ensued on metal detectors and timeframes.
9:15 AM Crystal gave updates on procurement projects.
- 5 9:21 AM Klauser gave updates on ARPA projects.
- 6 9:25 AM Hough moved to approve the Chubbuck facility use request form. The motion passed.
- 7 1:30 PM Those in attendance included Management Assistant Kristi Davenport, Chief Deputy Sheriff Alex Hamilton, Lt. Kasey Johnson, and Lt. Jayson Clark. Davenport began the questionnaire. Discussion ensued on staff numbers and turnover. 1:36 PM A tour of the facility began. Discussion along the tour included showers, toilets, new classroom usage, MOUD program, and the tactical training center. 2:12 PM The tour concluded.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, reports, salary forms, certificates of residency, and payroll report.	Auditing/Clerk/Resolution
Approved support letter for Pocatello project.	Planning
Approved disposal of filing cabinets.	Facilities/Resolution
Approved Idaho Federal Surplus Property Utilization Questionnaire and CM Company Change Order #4.	Procurement
Approved signature on Chubbuck facility use request.	Auditing