



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, January 16, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Jon Radford

## Agenda Details

AGENDA	
1	Claims Meeting and Work Session (action items) <b>Claims Agenda:</b> <ul style="list-style-type: none"> <li>• Board of Ambulance District: Invoices and Commissioner Report</li> <li>• Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>• Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>• Payroll Report</li> <li>• Alcohol Licenses and Permits</li> <li>• Certificate of Residency Approval</li> <li>• Mileage Reimbursement Requests</li> <li>• Technology Request Form</li> <li>• Memorandum Authorization for Accounts Payable</li> <li>• Cardholder User Agreement and Authorization</li> </ul>
	<b>Work Session Agenda:</b>
2	<b>BOARD OF AMBULANCE DISTRICT</b>
	<ul style="list-style-type: none"> <li>• Signature on a fund disbursement request for Ambulance Grant number HC6141 (action item)</li> </ul>
3	<b>BOARD OF BANNOCK COUNTY COMMISSIONERS</b>
	<ul style="list-style-type: none"> <li>• Miguel Dominic, Bannock County Veterans Memorial Building, providing a Veterans Memorial Building update (requested 10 minutes) (potential action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Daniel Kendall, Chief Building Officer, requesting (1) Commission direction on the Annex Storefront, and; (2) providing a monthly facilities update (requested 10 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>• (AMENDED to include) Scott Crowther, Business Manager and Events Director, seeking approval and potential signature on a Master Services Agreement with carbonhouse (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>• (AMENDED to include) Adam McKinney, 911 Communications, requesting to discuss moving a repeater from Franklin County to Bannock County (requested 5 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Shanda Crystal, Chief Procurement Officer, seeking to discuss (1) potential signature on Change Order #1 with Pro Builders Inc.; (2) potential signature on Amendment #1 to an Independent Contractor Agreement with AverHealth, and; (3) providing a procurement update (requested 10 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>• Kristi Klauser, Comptroller, regarding a closing the 4H and Ag Extension checkbooks (requested 10 minutes) (action item)</li> </ul>
9	Board of Equalization – Subroll and Occupancy (action item)

- 10 Hardship Hearing with potential Executive Session under Idaho State 74-206 (1)(d) to consider records that are exempt from disclosure as provided in [chapter 1, title 74](#), Idaho Code; with potential action following adjournment of Executive Session (action item)

## Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Discussion ensued on claims. Hough moved to approve the commissioners report. The motion passed. Hough reviewed the intern approval, memo for accounts payable, and check request. Moser moved to approve the documents. The motion passed. The credit application for the Coroner was pulled due to legal counsel's concern of being under the jurisdiction of an Illinois court.
- 2 9:04 AM Moser moved to enter the Board of Ambulance. The motion passed. Klauser explained the granting agency requested to send the funds up-front so that an extension would not be needed due to the large timeframes for ambulance delivery. Moser moved to authorize the Chair's signature. The motion passed. Moser moved to exit the Board of Ambulance. The motion passed.
- 3 9:06 AM Teresa Vialpando, President, was also present and reviewed events. Dominic reviewed flood and damage that happened over a weekend. The claim was denied by insurance. Discussion ensued on damage, funding, 501(c)(3) status, and potential funding.
- 4 9:24 AM Kendall gave updates on facilities and projects.  
9:38 AM The Annex storefront bid did not receive any responses, and may have been over-designed. Separate smaller projects have quotes for a total around \$75,000. The project did not make the cut off for the ARPA funds, but is included in the building permit. Funding was discussed. The project should be considered for the next budget.
- 5 9:41 AM Crowther reviewed contract for website design. Moser moved to authorize the Chair's signature on the contract. The motion passed.
- 6 9:46 AM OEM Director Wes Jones was also present. McKinney reviewed a Franklin County repeater on Sedgewick needs relocated. The repeater could be moved to Bannock County's bunker. McKinney will move forward to develop MOU's for the counties.
- 7 9:53 AM Trial Court Administrator Jason Dye also appeared. Crystal reviewed a contract amendment with AverHealth that includes a cost increase and location change. Bullock moved to approve the agreement. The motion passed.  
9:55 AM Crystal reviewed a change order for Pro Builders due to finding concrete that needs removed after they started digging for \$5,525. Bullock moved to approve the change order. The motion passed.  
9:57 AM Crystal gave updates on procurement projects.
- 8 9:49 AM Klauser explained that Ag and 4-H run their program activity through outside check books and give quarterly reports to auditing. She recommended bringing those through Auditing to run like other departments as it is under the purview of the Clerk.
- 9 10:00 AM Bullock moved to convene as the Board of Equalization. The motion passed. Assessor Anita Hymas and Chief Deputy Assessor Randy Hobson were present. Hymas reported the BOE Subroll and Occupancy were sent out and they have received no appeals. Bullock moved to exit the Board of Equalization. The motion passed.
- 10 10:30 AM Chief Deputy Treasurer Misty Katsilometes was present. Patte Murillo appeared with her son, Patrick. Katsilometes reviewed Murillo has two properties and is requesting relief on the Johnny Creek property. The homeowner's exemption is on the other property. She is only behind on the first half of the 2024 taxes. Patrick explained his mom moved to the Johnny Creek property to care for him and he reviewed problems she has had with creditors, a perpetual loan, and bank errors costing money.

Katsilometes reported the balance of \$1,224.92 is overdue and the second half is due June 20. Murillo had the PTR on the North Crest property in 2023 but did not apply in 2024. Moser explained she has two properties and is not in a position that she will lose her home for taxes at this point. The other citizens are not responsible to pay her taxes. Bullock indicated that relief may be granted of the interest in June if payments are made. Patrick shared there are underlying property issues with a developer tax ID and the northwest pipeline. Moser moved to deny the request for relief. The motion passed.

10:44 AM Adalberto Franciso Pinto submitted a hardship application, but was unable to be present. Katsilometes reported there are four rental properties here and the owner lives in California. The Treasurer does not recommend relief as there are options, like sell one of the properties. Bullock moved to deny the request. The motion passed.

- 11 1:31 PM Planning Director Hal Jensen and Assistant Director Tristan Bourquin were present. Moser moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. Allen exited. 3:00 PM Moser moved to exit executive session. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved commission report/invoices, intern form, check request, and accounts payable memo.	Auditing
Approved entry/exit Board of Ambulance and grant disbursement.	Ambulance/Grant Team
Approved contract with Carbonhouse.	Parks and Rec
Approved contract amendment with AverHealth and change order with Pro Builders.	Procurement
Outside checking accounts to be closed and ran through Auditing.	Auditing/Ag/4-H
Approved entry/exit BOE.	Assessor
Denied hardship requests from Murillo and Pinto.	Treasurer
Approved entry/exit executive session – personnel.	Clerk