



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, February 6, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Jon Radford, and HR Director Matt Phillips

Agenda Details

AGENDA	
	Claims Meeting and Work Session (action items)
	Work Session Agenda:
1	BOARD OF COUNTY COMMISSIONERS
	<ul style="list-style-type: none"> Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action item)
2	<ul style="list-style-type: none"> Shaun Menchauca, Portneuf Health Trust, seeking to discuss Tax Exempt Status (requested 20 minutes)
3	<ul style="list-style-type: none"> Scott Crowther, Business Manager and Event Director, regarding approval of and potential signatures on (1) contract with Snake River Doodles, and; (2) Rental Agreement for the Mystic Realms Fantasy Fair, LLC (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> Charity Staggs, SICOG, requesting approval to proceed and signature on applications for two Idaho Department of Labor grants (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Emma Iannacone, Public Information Officer, seeking to discuss mileage for travel to Maryland for an Advanced PIO course (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> Maritza Rodriguez, Web Design Meeting, providing an update on changes/updates made to County webpages (requested 10 minutes)
7	<ul style="list-style-type: none"> Dillon Evans, Landfill, regarding (1) a Landfill update, and; (2) discussion about D7 Certified Rebuild with potential signature on contract (requested 10 minutes) (action item)
8	<ul style="list-style-type: none"> Hal Jensen, Planning and Development Director, requesting (1) approval of use of additional funds to purchase new tablets for Planning Council meetings, and; (2) discussion about the code enforcement process (requested 15 minutes) (action item)
9	<ul style="list-style-type: none"> Discussion pertaining to Master Plan for Buildings (action item)
10	<ul style="list-style-type: none"> Signature on Public Hearing Notice
11	BOARD OF AMBULANCE DISTRICT
	<ul style="list-style-type: none"> Adam McKinney, 911 Communications, requesting guidance on how to redeploy older Ambulance District radios (requested 5 minutes) (action item)
	Claims Agenda:
12	<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

- 13 Bid Opening Request for Proposal – pre-qualification for Diesel Generator and Invitation to Bid for Bulk County Fuel (action item)

Meeting Notes

- 1 9:00 AM Hough called the meeting to order. Moser moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 9:21 AM Moser moved to exit executive session. The motion passed.
- 2 9:22 AM Assessor Anita Hymas, Chief Deputy Randy Hobson, and Clark Bitton were also present. Hough explained requirements for exemptions, Idaho Code, charitable purposes, leasing space for commercial, and hospital revenues. 9:26 AM Menchauca explained the PHT’s purpose and non-profit leases. 9:30 AM Clark reviewed contents of the previous application and explained that revenues generated are for enhancing health related activities. The Board would like them to address how a tenant’s mission meets the criteria of the Trust’s mission. The property should be used exclusively for the mission.
- 3 9:43 AM Michael Collins and Deneb Edwards of Mystic Realms appeared. Crowther reviewed the event growth. Collins explained the event. Crowther explained the area used, beverage sales, and fees. Bullock moved to approve the agreement. The motion passed.
9:46 AM Nikki Jorgenson of Snake River Doodles appeared and reviewed the event. Bullock moved to approve the contract with Snake River Doodles. The motion passed.
- 4 9:50 AM OEM Director Wes Jones also appeared. Staggs reviewed two proposed grant applications for Big Onion and Lava Ranches fuels reduction. The application preparation fees will be \$5,000 each. Hough moved to authorize the grants. The motion passed.
- 5 10:30 AM Iannacone requested mileage reimbursement. Moser reviewed the policy to request before the trip and reimbursing half.
- 6 10:14 AM Rodriguez reviewed statistics for website access and implementation goals. Questions were addressed on usage, searches, goals, and input from departments.
IT Director Adam McKinney discussed the elections website crash and solutions implemented.
- 7 9:53 AM Evans reviewed the air fuel mixture valve and the need to rebuild a generator. Moser moved to approve rebuilding the generator and to identify funds. The motion passed.
- 8 10:33 AM Assistant Planning Director Tristan Bourquin and Code Enforcement Officer Jenae Penrod appeared. Bourquin reviewed the process to investigate violations and begin code enforcement.
- 9 10:44 AM Planning Director Hal Jensen, Public Works Director Kiel Burmester, Assistant Public Works Director Buddy Romriell, and Coroner Torey Danner were present. Jensen reported on a potential new facility and making improvements at the current location. He recommended to capitalize on the existing location which will be approximately \$3.5-5 million less than relocating. A location is still needed for the coroner. Staff was instructed to begin planning to rebuild the current location with a plan for budget decisions.
- 10 10:33 AM Hough moved to approve publication of fees. The motion passed.
- 11 10:09 AM Moser moved to enter into the Board of Ambulance and exit after discussion. The motion passed. McKinney reviewed surplus radios and requested to donate or sell to other entities. The Board concurred to move forward with donating the assets and a resolution.

- 12 11:03 AM Discussion ensued on the claims agenda. Bullock moved to approve the agenda. The motion passed.
- 13 10:00 AM Procurement Officer Shanda Crystal was present. Hough reviewed the fuel solicitation. Crystal reported two bids were received and unsealed the bids. Hough reviewed bids from:
 Atlantic Petroleum with a margin of \$4.04595 per gallon
 Conrad & Bischoff with a margin of -\$0.36 per gallon
 Moser moved to accept the bids for evaluation. The motion passed.

10:07 AM Hough reviewed the solicitation for the detention center diesel generator. Crystal reported four bids were received and unsealed the bids. Hough reviewed bids from:
 Arco Electric
 Legacy Power
 Barin group
 Pro Builders
 Bullock moved to accept the bids for evaluation. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit executive session – personnel.	Clerk
Approved contracts with Snake River Doodles and Mystic Realms.	Parks and Rec
Approved application development for fuels reduction in Big Onion and Lava Ranches with SICOG.	Grant Team/OEM
Approved rebuilding generator.	Landfill
Begin planning for Public Works site improvements.	Planning
Approved publication notice for fees.	Planning
Approved entry/exit Ambulance District and donating surplus radios.	IT
Approved claims agenda.	Clerk
Accepted fuel bids for review from Atlantic Petroleum and Conrad and Bischoff; and diesel generator qualifications for review from Arco Electric, Legacy Power, Pro Builders, and Barin Group.	Procurement