



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, February 13, 2025
Commissioners present:	Ernie Moser and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Shantal Laulu, Comptroller Kristi Klauser, Attorney Jon Radford, and HR Director Matthew Phillips

Agenda Details

AGENDA	
	Work Session and Consent Meeting (action items)
	Work Session Agenda:
1	<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 (action item)
2	<ul style="list-style-type: none"> (AMENDED to include) Request for Leave without Pay with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)
3	<ul style="list-style-type: none"> Portneuf Soil and Water District providing an annual update and request for funds (requested 10 minutes) (potential action item)
4	<ul style="list-style-type: none"> Scott Crowther, Business Director and Event Manager, regarding (1) contract requesting fee waiver with High School Rodeo, (2) Independent Contractor Agreement with H208 Excursions LLC, and: (3) contract requesting fee waiver with Idaho State University Rodeo Team (requested 15 minutes) (action item)
5	<ul style="list-style-type: none"> Kiel Burmester & Dana Evans, Public Works Director, regarding (1) a discussion about compensatory time (2) approval of and potential signature on Designation and Authorization of Representative for Unmanned Aerial System Licensing (UAS); and (3) providing a Public Works update (requested 15 minutes) (action item)
6	<ul style="list-style-type: none"> Conversation regarding Landfill Fees (requested 10 minutes) (potential action item)
7	<ul style="list-style-type: none"> Discuss surveying parcel RPRICPI000302 and what to do with it in the future (requested 10 minutes) (action item)
8	Consent Agenda: <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

Meeting Notes

- 1 8:59 AM Moser called the meeting to order and reviewed the agenda was amended. Bullock moved to approve the amended agenda. The motion passed. Bullock moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 9:08 AM Moser moved to exit executive session. The motion passed.
- 2 11:01 AM Moser moved to approve the leave without pay discussed in the executive session. The motion passed.
- 3 9:58 AM Charity Staggs appeared to request support funds of \$15,000 and gave updates on projects and grants. Bullock moved to sign the agreement and authorize the payment. The motion passed.
- 4 9:35 AM Queen Contest Coordinator Connie Wynn appeared and reviewed the event. Bullock moved to waive the fees. The motion passed.
9:38 AM ISU Rodeo Coach Kindee Kananen appeared. Discussion ensued on the event, team, and participant numbers. Moser moved to approve the contract for three years at \$10,000, \$11,000, and \$12,000, and that “fairgrounds” be corrected in the exhibits. The motion passed.
9:52 AM Event Manager Chaney Colter and Daniel Silva appeared. Colter reviewed the paddle board rentals. Discussion ensued on contract details, payments, and insurance. Bullock moved to approve the contract. The motion passed.
- 5 10:02 AM Mosquito Supervisor Dana Evans also appeared. Burmester reviewed the drone process. Discussion ensued on licensing, areas sprayed, and progress. Radford suggested contract changes. Bullock moved to approve the contract with the changes. The motion passed.

10:20 AM Burmester reviewed the need for allowing additional comp time accrual with the inclement weather in the forecast. Discussion ensued on comp time, overtime, and maximum accruals. A memo will be prepared to allow a max of 100 comp time hours for the Board’s consideration.

10:32 AM Burmester gave updates on Public Works projects.
- 6 9:10 AM Chief Deputy Treasurer Misty Katsilometes, Treasurer Jennifer Clark, Assessor Anita Hymas, and Chief Deputy Assessor Randy Hobson appeared. Moser questioned the request a few weeks ago to have landfill fees waived for exempt properties. Hymas reported having done research, contacted other counties, and that a definite decision had not been made on charging the fee. She would like to cancel the fees for 2024 to allow time to investigate the properties and develop a plan going forward. Clark shared concerns with collecting delinquent fees that are not taxes. Discussion ensued on concerns, processes that other counties follow, time involved to determine the parcels, and the potential impact. Moser will work with the Assessor to move forward for a plan for next year. The cancellation requests will be brought back.
- 7 9:26 AM Management Assistant Kristi Davenport, Cartographer Jeremy Messick, Assessor Anita Hymas, Chief Deputy Assessor Randy Hobson, Assistant Planning Director Tristan Bourquin, and Surveyor Stewart Ward were present. Davenport requested that parcel RPRICPI000302 be looked into. Discussion ensued on the parcel history, parcel splits, legal descriptions, and surveys. Ward will send a cost proposal early next week to help the BOCC know what direction to go.
- 8 11:01 AM The consent agenda included invoices, Commission reports, credit applications, and cardholder agreements. Bullock moved to approve the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda and entry/exit executive session – personnel.	Clerk
Approved leave without pay.	Auditing
Approved support funds for Portneuf Soil and Water.	Auditing

Approved fee waiver for Queen Contest; and event contracts with ISU Rodeo Team and H208 Excursions.	Parks & Rec
Approved authorization of representative for drone; and accrual of up to 100 hours of comp time after submitting a memo.	Public Works/Auditing
Work on plan to charge fees on exempt properties.	Assessor
Approved consent agenda.	Clerk/Auditing