



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, February 27, 2025
Commissioners present:	Ernie Moser and Jeff Hough
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ken Bullock
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, HR Director Matt Phillips, and Attorney Jon Radford

Agenda Details

AGENDA	
Work Session and Claims Meeting (action items)	
Agenda:	
1	Evie McCurry, Adult Probation, requesting leave without pay for an employee with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
2	Discussion about Salary Rate Approval Forms with possible 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)
3	(AMENDED to include) Jonathan Radford, Prosecutor, seeking a follow up discussion pertaining to Idaho Power's property judgment and recommendation on moving forward with possible 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 (requested 10 minutes) (action item)
4	Tom and Jean Bradley, regarding a fee waiver for a permit for a 40 ft. container that is on his property (requested 10 minutes) (action item)
5	Stewart Ward, Dioptra, seeking to discuss potential surveying of RPRICPI000302 (requested 10 minutes) (action item)
6	Scott Crowther, Business Manager and Events Director, regarding approval of and signature on (1) contract for Family Fun Day with Idaho State Journal; (2) contract with Portneuf Health Trust for Yoga at the Port, and; (3) contract requesting fee waiver for the BCRA rodeo events this year (requested 15 minutes) (action items)
7	Buddy Romriell, Public Works, seeking a signature on an updated Sales Agreement with Kenworth (requested 5 minutes) (action items)
8	Matthew K. Phillips, Human Resources and Risk Management, requesting to discuss implementation of free, nurse triage employee injury reporting in conjunction with the State Insurance Fund (requesting 5 to 10 minutes) (action item)
9	Lacy Parker, Deputy Trial Court Administrator, requesting to discuss a potential change with AverHealth vacating the Lander Building by March 1, 2025 (requested 5 minutes) (action item)
10	Consent Agenda: - 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 8:58 AM Hough called the meeting to order. Moser moved to approve the amended agenda. The motion passed. 8:59 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. Hough moved to add section (f). The motion passed by roll call vote. 9:11 AM Moser moved to exit. The motion passed. Moser moved to approve the request for leave without pay and move forward to pay the settlement with Idaho Power. The motion passed.
- 2 Prosecutor Ian Johnson was present during the executive session.
- 3 Assessor Anita Hymas and Treasurer Jennifer Clark were present during the executive session. As noted above, it was approved to pay the Idaho Power judgment.
- 4 9:13 AM The Bradleys reviewed that they were notified by code enforcement that two building permits were needed. They installed a small carport since purchasing the property and did not realize a permit was needed. When they bought the property, there was a storage container already on the property. They are requesting to have the permit fee waived for the Conex container since it was already on the property when it was purchased. Jensen explained the complaint, investigation, and notification process. He recommended to grant an exception for this violation. Discussion ensued on ag exemptions and permit fees. The building does follow the building code. Moser moved to grant the fee waiver. The motion passed.
- 5 9:18 AM Moser indicated that a survey would not be necessary and the parcel will be granted to the City of Inkom.
- 6 9:20 AM Cody Hyde from BCRA appeared. Crowther reviewed the request for a 50% fee reduction. Hough moved to approve the fee reduction. The motion passed.
9:22 AM Taylor Smith appeared and reviewed the event. Moser moved to approve the request. The motion passed.
9:25 AM Micaela Prochazka appeared. Crowther reviewed the event. Hough moved to approve the contract. The motion passed.
- 7 9:27 AM Shop Supervisor Jason Murdock also appeared. Romriell reviewed an updated sales agreement and problems experienced with the truck. Hough moved to approve the agreement. The motion passed.
- 8 9:32 AM Phillips reviewed a new program through the State Insurance Fund with no cost. Moser moved to approve participation. The motion passed.
- 9 9:37 AM Parker explained that AverHealth requested an extension to April 1 to vacate the Lander Building, but is unable to provide any compensation. Hough moved to deny the request and to have the location vacated. The motion passed.

- 10 Hough moved to approve the Commissioner reports, payroll report, and invoices. The motion passed. Hough reviewed the consent agenda included alcohol licenses and salary forms. Moser moved to approve the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved entry/exit executive session – personnel and legal discussion; granting leave without pay; and payment for Idaho Power judgment.	Clerk/Auditing
Approved fee waiver for Bradley storage container permit.	Planning
Approve 50% fee reduction for BCRA; and contracts for Family Fun Day and Yoga at the Port.	Parks & Rec
Approved Kenworth sales invoices.	Public Works
Approved participation in nurse triage with State Insurance Fund.	HR
Denied AverHealth request for extension to vacate building.	Clerk
Approved consent agenda.	Clerk/Resolution