



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, March 6, 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 HR Director Matt Phillips

Agenda Details

AGENDA	
	Work Session and Claims Meeting (action items)
	Work Session Agenda:
1	<ul style="list-style-type: none"> Hardship hearing with possible Executive Session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in <u>chapter 1, title 74, Idaho Code</u> with potential action following adjournment of Executive Session (requested 10 minutes) (action item)
2	<ul style="list-style-type: none"> Dillon Evans, Solid Waste, providing a quarterly Landfill update
3	<ul style="list-style-type: none"> Scott Crowther, Event Center, regarding approval of and signature on (1) Sponsorship Agreement with ICCU; (2) Independent Contractor Agreement for Camp Host, and; (3) (AMENDED to include) signature on Government Equipment Rental Agreement with Buttars Tractor (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> (AMENDED to include) Charity Staggs, SICOG, seeking approval to submit for two Idaho Department of Lands grant applications for Big Onion and Lava Ranches (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Daniel Kendall, Buildings and Grounds, presenting the geotechnical report for the YDC/Event Center Building and a request for gravel (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> Shanda Crystal, Procurement, requesting to discuss (1) implementation of a new equipment rental process, and; (2) provide a procurement update (requested 10 minutes) (action item)
7	<ul style="list-style-type: none"> Buddy Romriell, Public Works, seeking approval of and signature on Vehicle Purchase Agreement with Smith Chevrolet (requested 5 minutes) (action item)
8	Claims 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
9	Bid Opening for Diesel Generator Request for Proposal (action item)

Meeting Notes

- 1** 9:00 AM Hough called the meeting to order. Moser moved to approve the amended agenda. The motion passed. 9:00 AM Deputy Treasurer Misty Katsilometes, Assessor Anita Hymas, and Teddy Jaramillo were present. Jaramillo requested help with delinquent taxes. Katsilometes explained the applicant is four years behind and in the tax deed process. There is a previous Commission agreement and the applicant makes the payments. The issue arises as the value has risen, so the payments are not keeping up. There are siblings on the deed so he cannot get the homeowner's exemption or PTR, but he would qualify. The Treasurer's Office recommends cancelling the 2021-2024 taxes, keeping the payment program of \$100 per month, and waiving the interest.
9:03 AM Hymas sent an appraiser out and the condition was brought down on the value. It has been indicated there are water issues. If pictures can be sent or an appraiser can visit the property to view any damage, the value could reduce more. The property is also in his mother's name, so he cannot get the PTR even though he would qualify.
9:05 AM Discussion ensued on sibling owners, responsibility for payments, payment history, subpoenas, deed research, and litigation guarantee timeline. 9:18 AM Hough moved to waive the remaining 2021 taxes of \$406 and set a meeting for three weeks with a legal notice served on the siblings. The motion passed.
- 2** 9:18 AM Evans gave Landfill updates on the scale house architecture, generator valve, fees, and capacity. 9:35 AM Burmester reviewed software.
- 3** 9:36 AM Crowther reviewed a camp host contract. Bullock moved to approve the camp host agreement. The motion passed.
9:42 AM Crowther reviewed a sponsorship agreement with ICCU. Hough moved to approve the contract. The motion passed. Hough amended the motion to include using DocuSign. The motion passed.
9:44 AM Crowther reviewed a tractor rental agreement. Moser moved to approve the agreement. The motion passed.
- 4** 9:45 AM Staggs requested approval of the completed applications for Big Onion and Lava Ranches Phase 3 fuels reduction projects. Bullock moved to approve the amended applications. The motion passed.
- 5** 9:48 AM Kendall reviewed the geotechnical report and soil samples show an additional foot of excavation is needed. This will require gravel and to save money, he requested to haul in County gravel. Public Works Director Kiel Burmester reported there is a small cost for crushed gravel of about \$1,000. Hough moved to authorize use of the gravel. The motion passed.
- 6** 9:55 AM Public Works Director Kiel Burmester, Facilities Director Daniel Kendall, Business Manager and Even Director Scott Crowther, Landfill Manager Dillon Evans, and Assistant Public Works Director Buddy Romriell appeared. Crystal discussed the equipment rental process, and proposed having one rental agreement for each preapproved vendor with a list of approved vendors. Discussion ensued on liability, budgets, worker's compensation, and release of liability. The process will be further developed.
10:17 AM Crystal gave procurement updates.
- 7** 9:53 AM Public Works Director Kiel Burmester also appeared. Romriell requested approval for the second road side spraying truck purchase. Moser moved to approve the vehicle purchase. The motion passed.
- 8** 10:23 AM Bullock moved to approve the consent agenda. The motion passed.
- 9** Cancelled.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved waiving 2021 taxes of \$406 for parcel RPRPPOC281500; and subpoena siblings for meeting in three weeks.	Treasurer/Assessor/Resolution/Commission
Approved camp host agreement, ICCU sponsorship agreement, and Buttars Tractor rental agreement.	Parks and Rec
Approved grant applications for Big Onion and Lava Ranches fuels reduction projects.	OEM/Grant Team
Approved using gravel for YDC project.	Facilities/Public Works
Develop process and vendor list for equipment rentals.	Procurement
Approved vehicle purchase from Smith Chevrolet.	Public Works
Approved consent agenda.	Auditing/Resolution