



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, March 13, 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, HR Director Matt Phillips, and Attorney Jon Radford

## Agenda Details

AGENDA	
Work Session and Claims Meeting (action items)	
<b>Agenda:</b>	
1	<ul style="list-style-type: none"> <li>• Matthew K. Phillips, Human Resources and Risk Management Director, requesting to discuss potential job title, description and kinds and levels updates within the Facilities Department with a possible Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>• Diane Cano, Courts, requesting to dispose of a copier that is no longer working and too old to acquire components to fix (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Scott Crowther, Business Manager and Event Director, requesting approval of and signatures on (1) a few waiver request from Pocatello Valley Montessori School; (2) fee reduction for the Chaparral practice; (3) rental agreement with HPC District 4 Rodeo; (4) rental agreement with District 8 Idaho High School &amp; Jr. High Rodeo; (5) rental agreement for Mike Johnson Vegas Tuffest Qualifier Event, and; (6) contract with Highland High School/Bob Conley (requested 10 minutes) (action items)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Wes Jones, Emergency Management, providing an Emergency Management update</li> </ul>
5	<ul style="list-style-type: none"> <li>• Kiel Burmester, Public Works, providing a Public Works update</li> </ul>
6	<ul style="list-style-type: none"> <li>• Fair Board – Quarterly update with the Bannock County Fair board (requested 20 minutes) (potential action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Shanda Crystal, Procurement, providing a procurement update</li> </ul>
8	<ul style="list-style-type: none"> <li>• Ratify signature on subpoenas (action item)</li> </ul>
9	<b>Consent 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>

## Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Facilities Director Dan Kendall also appeared and reviewed his discussion with HR to improve the structure of the department's positions. Discussion ensued on an open position, preferred candidate, and reshuffle positions. Klauser reviewed the budget changes would be within the current budget. Moser shared concerns for making job changes. Hough moved to approve the request. The motion passed.
- 2 9:07 AM Moser moved to approve disposing of the copy machine. The motion passed.
- 3 9:07 AM Crowther  
Shayla Beard from Pocatello Valley Montessori School reviewed the event to host a 5k for teacher enrichment and autism. A fee waiver is requested. Bullock moved to approve a fee waiver. The motion passed.  
  
9:10 AM Norma Bunce with the Chaparrals Riding Group appeared requesting a fee reduction to half price. Volunteering was discussed. Moser moved to approve the request. The motion passed.  
  
9:14 AM Doug Hopster and Travis Bell from Highland High School appeared and reviewed the Bob Conley Invitational. The event has been at the facility for eight years. Discussion ensued on charging for parking. Bullock moved to approve the agreement. The motion passed.  
  
9:20 AM Lynette Smith and Mike Johnson appeared for the High School Districts 4 and 8 who conduct High School Rodeo meets. A fee reduction of half was requested. Hough moved to approve both contracts. The motion passed.  
  
9:21 AM Smith explained that in between the junior high and state finals, the MJ Tuffest Qualifier has been held for youth to qualify to compete in Las Vegas. Moser moved to approve the agreement. The motion passed.
- 4 9:24 AM Jones gave updates on an ISU grant and analysis and a Wildfire Action Plan.
- 5 9:41 AM Burmester gave updates on Noxious Weed, I-15 bridge replacement in Inkom, detours, and weight limits.
- 6 10:01 AM Zachary Dame, Jamie Pehrson, D'Lyn Evans, Nikki Ennis, Alex Hauser, and Cody Miller appeared. Crowther proposed a reallocation trade of fencing panels from the fairgrounds for a water truck. Dame reviewed growth, and the increase in 4-H participants. He proposed using the fair maintenance budget to work with Farm Bureau to install a 20,000 square foot building. Moser explained an MOU is being developed for working together. The Fair Board will put together a written plan for budget discussions. Pehrson gave updates on fair planning.
- 7 10:00 AM Crystal gave updates on procurement projects.
- 8 10:24 AM Moser moved to ratify signatures on subpoenas. The motion passed.
- 9 10:24 AM The consent agenda included invoices, Commission reports, salary forms, and a memo for account payable. Bullock moved to approve the consent agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved restructure of Facilities Department.	HR/Facilities
Approved disposal of copy machine.	Courts

Approved fee waiver for Pocatello Valley Montessori 5k; fee waiver for Chaparrals; agreements with rodeo districts 4 and 8; agreement for Mike Johnson Vegas Tuffest Qualifier; and Bob Conley Invitational.	Parks & Rec
Ratified signature on subpoenas.	Commission
Approved consent agenda.	Auditing/Resolution