



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, May 1, 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 and Attorney Jon Radford

## Agenda Details

AGENDA	
	Business and Claims Meeting (action item)
	<b>Agenda:</b>
1	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Buddy Romriell, Public Works, seeking approval of employee Leave Without Pay with possible Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Scott Crowther, Event Center/Wellness Complex, regarding approval of and signature on (1) two contracts for Triple T Productions (2) contract with Randy's Tumbling, and (3) discussion about concert tickets (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Shanda Crystal, Procurement, requesting to discuss (1) potential signature on a Change Order #4 with Headwaters and (2) procurement update (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Master Plan discussion (action item)</li> </ul>
6	<b>Claims 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>
7	Bid Opening for Chip Seal Aggregate Invitation to Bid (action item)

## Meeting Notes

- 9:01 AM Hough called the meeting to order. Community Resources and Advocacy Director Shantal Lauou presented an application for cremation assistance for case number 20250034. Moser moved to

approve case number 20250034. The motion passed. Also signed was a release of lien for case number 20120264.

- 2 9:03 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. 9:10 AM Hough moved to exit executive session. The motion passed. Moser moved to submit the information discussed to payroll. The motion passed.
- 3 9:10 AM Drurene and Randy Bybee also appeared. Crowther reviewed the lantern festival and request to use the facility. Bullock moved to approve the request. The motion passed.  
9:14 AM Ben Tibbitts with Triple T Productions appeared. Crowther explained the request to bring a second world series. Tibbitts reviewed contestants and numbers. Discussion ensued on economic impact and co-marketing. Moser moved to approve the contracts. The motion passed.  
9:19 AM Crowther reviewed comp tickets, box suites, and issues. Ticket comps will remain the same.
- 4 9:28 AM Crystal reviewed a requested change order from Headwaters Construction for sound insulation at the YDC. The insulation was in the bid documents. The Board offered to split the cost. Crystal will relay that back to the contractor.  
9:29 AM Crystal gave updates on procurement projects.
- 5 9:32 AM Public Works Director Kiel Burmester, Assistant Public Works Director Buddy Romriell, Planning Director Hal Jensen, Coroner Torey Danner, and Management Assistant Kristi Davenport were present. Jensen reviewed a site survey, preliminary drawings, costs, concepts, and locations.  
10:04 AM Discussion ensued on funding and potential timelines. A meeting will be scheduled next week with auditing.
- 6 9:32 AM The claims agenda included invoices, Commission reports, payroll report, and alcohol licenses. Bullock moved to approve the consent agenda items. The motion passed.
- 7 9:59 AM Procurement Officer Shanda Crystal appeared. Hough reviewed the bid solicitation for chip seal aggregate. Crystal unsealed the bid. Hough reviewed one bid was received from Sunroc, dba DePatco:  
Aggregate 5.2 delivered \$39.70/ pickup \$27.50 per ton  
Aggregate 5.3 delivered \$33.20/ pickup \$21.00 per ton  
Bullock moved to accept the bid for advisement for legal and bid compliance. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved cremation assistance for case number 20250034 and release of lien for case number 20120264	Indigent
Approved entry/exit executive session – personnel; and action plan.	HR/Auditing/Clerk
Approved Randy’s Tumbling lantern festival and Triple T Productions world series events.	Parks and Rec
Relay counteroffer to contractor for change order request.	Procurement
Schedule Master Plan discussion next week.	Commission/Auditing
Approved invoices, reports and alcohol licenses.	Clerk/Auditing
Accepted bid for chip seal aggregate from Sunroc for review.	Procurement/Public Works