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Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1, Chair), Jeff Hough (District 2), and John Crowder (District 3). The BOCC generally meets twice a week: regular business meetings are on **Tuesdays at 9:00 a.m.** and work sessions are on **Thursdays at 9:15 a.m.** Meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho, unless otherwise noted. During these meetings, the BOCC may: approve contracts, expend funds, hear testimony, make decisions on land use cases and take care of other County matters, and are open to the public.

Times subject to change within 15 minutes of stated time.

Tuesday, January 16, 2024

9:00 AM Claims Meeting (action item)

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

9:15 AM Work Session (potential action items)

BOARD OF COMMISSIONERS

MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)

- Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)

- Emma Iannacone, Public Information Officer, seeking approval of and signature on a sponsorship for the Portneuf Valley EnviroFair (requested 5 minutes) (action item)
- Kiel Burmester, Public Works Director, seeking approval of and signature on (1) Modification of Grant or Agreement for 2023-2024 Operating Plan and Financial Plan for Snow Grooming, and; (2) Modification of Grant or Agreement for plowing the parking lot for the 2023/2024 season (requested 5 minutes) (action item)
- Ryan Belnap, Human Resources and Risk Management Director, requesting approval to destroy employee files that are beyond their retention date (requested 5 minutes) (action item)
- Torey Danner, Coroner, seeking approval to apply for grant funding through the Department of Justice (requested 5 minutes) (action item)
- Shanda Crystal, Chief Procurement Officer, seeking signature on an Independent Contract with Cognitive Restructuring LLC (action item)
- Heather Studley, GIS, regarding reallocation of funds from B to A budget (requested 5 minutes) (action item)
- Property Tax discussion

RESOLUTIONS AND ORDINANCES (action items):

Resolution No. 2024-5 Approving Tax Cancellation Requests

Resolution No. 2024-6 Self-Certification to Increase Micro-Purchase Threshold for Federal Funds

LETTERS AND NOTICES (action items):

SIGNATURE ONLY (action items):

December 2023 Commissioner Proceedings

Tax Cancellation Requests

Meeting Facility Use Request Form

Findings, Facts and Conclusions of Law

CONSENT AGENDA (action items):

- Manual Checks
- Alcohol Licenses and Catering Permits
- Certificate of Residency Approval
- 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
- Technology Forms

- Minutes: Approval of Meeting Minutes for December 28, 2023, and January 4, 9, and 11, 2024, and Certification of Said Minutes

BANNOCK COUNTY COMMISSIONERS

624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Emma Iannacone / Public Information Officer

Department:

Public Information / Public Works

Requestor Email:

emmai@bannockcounty.us

Item(s) to be considered:

Sponsorship for the Portneuf Valley EnviroFair in the amount of \$1000

Bannock County Public Works has sponsored the EnviroFair in previous years and has booths at the fair to promote our services (landfill, mosquito, noxious weeds). Sponsorship covers the costs of the organization and promotion of the fair, as well as musical guests, t-shirts, and materials for the kids area. Sponsorship allows the fair to support non-profit booths with free registration, pay for liquid

Date of meeting being requested:

01/16/2024

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Agreement

List of additional attendees:

Kiel Burmester, Emma Iannacone



Help us Sponsor this Important Community Event

We hope you will join the City of Pocatello in sponsoring the 2024 Portneuf Valley Environmental Fair. The event is filled with exhibitors who will provide information and activities that help community members learn about how to care for our local environment. Attendance is generally ~5,000!

Portneuf Valley Environmental Fair
Saturday, April 27th, 2024
11 a.m. - 3 p.m.
Lookout Point, Pocatello

The fiscal sponsor for this event is the Southeast Idaho Council of Governments (SICOG)
SICOG is a 501(c) 3 non-profit. Tax ID# 820304303
Contact: Matthew Harvey: P.O. Box 6079, Pocatello, Idaho 83205 (208) 233-4535

We need cash donations to cover the cost of this event because it is FREE to the public. This is a great opportunity to highlight how your business or organization is playing its part to help promote a more sustainable and healthy community by demonstrating your commitment to environmentally sustainable actions, goods and services. Many community members come to this fair to learn about locally available environmentally friendly products and services.

For more information about the Environmental Fair – and this year’s lineup of activities, music and more, please visit our web site at www.envirofair.org, or give us a call.

Thank you!

Sponsorship Form

Thank you for supporting the 2024 Portneuf Valley Environmental Fair. Your cash donation helps cover the cost of promoting and hosting the event. In-kind donations for booths, and other needs are greatly appreciated.

SPONSOR CONTACT INFORMATION:

Organization: Bannock County

Point of Contact: Emma Iannacone, PIO, 208-589-9503

Mailing Address: 624 E Center St

City: Pocatello State: ID Zip: 83201

Primary Phone (daytime): 208 589 9503

Email: emmai@bannockcounty.us

Website: bannockcounty.us

SPONSORSHIP CATEGORIES:

\$100 Friend For in-kind donations, please describe below:

\$250 Patron _____

\$500 Sponsor _____

\$1000 Steward _____

DONOR RECOGNITION:

Friend Logo recognition on event website and event posters and flyers

Patron: All benefits listed above plus free informational or activity-based booth at event

Sponsor: All benefits listed above plus recognition on back of t-shirts

Steward: All benefits listed above plus recognition on radio and TV PSAs

Please make checks payable to:

SICOG
Attn: Portneuf Valley Environmental Fair
PO Box 6079
Pocatello, Idaho 83205

BANNOCK COUNTY COMMISSIONERS

Chairman

Portneuf Valley Environmental Fair - Saturday April 27th, 2024 11 a.m.-3 p.m. - Lookout Point, Pocatello
www.envirofair.org Committee Chair: Brenna Rose Olson, bolson@pocatello.gov (208) 234-6519

Commissioner

Commissioner

1-16-24

BANNOCK COUNTY COMMISSIONERS
624 E. Center St., Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER Commissioner 1st District	JEFF HOUGH Commissioner 2nd District	JOHN CROWDER Commissioner 3rd District
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AGENDA REQUEST FORM

*The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at [208-236-7210](tel:208-236-7210), three to five working days before the meeting.*

E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Kiel Burmester/Public Works

Item to be considered/background:

1. Modification of Grant Agreement - 2023/2024 Bannock County Annual Operating Plan/Grooming
2. Modification of Grant or agreement 2023/2024-Plowing Parking Areas

How much time will be needed? Meeting date requested:

5 min. 1/16/24

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only: Date: _____ Time: _____
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USDA Forest Service

OMB 0596-0217
FS-1500-19**MODIFICATION OF GRANT OR AGREEMENT**

PAGE OF PAGES

1 10

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 19-CS-11041557-012		2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 002
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Region 4 Grants & Agreements 324 25 th St. Ogden, UT 84401		5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Caribou-Targhee National Forest Westside Ranger District 4350 S. Cliffs Drive, Pocatello, ID 83204	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Bannock County 624 E Center St Room 104 Pocatello, ID 83201-6274		7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):	

8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input checked="" type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD: Extend period of performance to May 31, 2024.
<input type="checkbox"/>	CHANGE IN FUNDING:
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: Update Bannock County Project Contacts, U.S. Forest Service Project Contact, and U.S. Forest Service Administrative contact.
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): Incorporate 2023/2024 operating plan (exhibit A) and financial plan (exhibit B).

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):

VI. IT IS MUTUALLY AGREED AND UNDERSTOOD AMONG ALL PARTIES THAT:

18. PRINCIPAL CONTACTS: The principal contacts for this agreement are:

Bannock County Project Contacts
Kiel Burmester
5500 South 5th Ave
Pocatello, ID 83201
T: 208-236-9591
Kielb@bannockcounty.us

Bobette Beesley
5500 South 5th Ave
Pocatello, ID 83201
T: 208-233-9591 ext 8010
Email: bobetteb@bannockcounty.us

U.S. Forest Service Project Contact
Samantha Solomon, Recreation Management Specialist
Westside Ranger District
4350 S. Cliffs Dr.
Pocatello, ID 83204
T: 208-236-7524
Samantha.Solomon@usda.gov



USDA Forest Service

OMB 0596-0217
FS-1500-19

U.S. Forest Service Administrative Contact
Lucas Knowles, Grants Management Specialist, Region 4 North Zone
324 25th St.
Ogden, UT 84401
Telephone: 385-832-9834
Email: Lucas.Knowles@usda.gov

24. COMMENCEMENT/EXPIRATION DATE: This agreement is executed as of the date of the last signature and, unless sooner terminated, is effective through May 31, 2024, at which time it will expire.

10. ATTACHED DOCUMENTATION (Check all that apply):

<input type="checkbox"/>	Revised Scope of Work
<input checked="" type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: 2023/2024 Operating Plan, Exhibit A

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. BANNOCK COUNTY SIGNATURE (Signature of Signatory Official)	11.B. DATE SIGNED 1/16/24	11.C. U.S. FOREST SERVICE SIGNATURE (Signature of Signatory Official)	11.D. DATE SIGNED
11.E. NAME (type or print): ERNIE MOSER		11.F. NAME (type or print): MEL BOLLING	
11.G. TITLE (type or print): Chairman Bannock County Commission		11.H. TITLE (type or print): Forest Supervisor Caribou-Targhee National Forest	
11.A. IDPR SIGNATURE (Signature of Signatory Official)	11.B. DATE SIGNED		
11.E. NAME (type or print): SUSAN E. BUXTON			
11.G. TITLE (type or print): Director Idaho Department of Parks and Recreation			

12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by: LYNELLE SIMMONS LYNELLE SIMMONS U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED
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USDA Forest Service

OMB 0596-0217
FS-1500-19

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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**BANNOCK COUNTY
ANNUAL OPERATING PLAN
2023/2024**

This Annual Operating Plan (AOP) is hereby made and entered into by and between Bannock County, State of Idaho, hereinafter referred to as "the County", and the United State Department of Agriculture, Forest Service, Caribou-Targhee National Forest hereinafter referred to as "the Forest Service", as specified under the provisions of Challenge Cost Share (CCS) Agreement #19-CS-11041557-012.

I. THE COUNTY SHALL:

1. Groom the designated trails for the State Designated Snowmobile Area as shown on the attached 2023/2024 grooming map. The grooming season is December 15 through April 15, dependent upon weather and snow conditions. Grooming activities will be conducted within funding levels.
2. Groom only when adequate snow cover is available to minimize wear on the Over Snow Vehicle (OSV). Whenever possible, grooming will occur during nighttime hours.
3. Perform routine winter trail maintenance tasks, as necessary, to keep the snowmobile trails open and safe. These tasks include such things as brushing, limbing, and downfall removal. Groomed trails shall be at least 16 feet wide and wide enough for unobstructed OSV passage.
4. Identify groomed routes that need brushing, and work with the Forest Service to accomplish work during the summer or fall months that meets Forest Service brushing standards.
5. Install winter seasonal use signs on trails and trailheads. These signs must meet Forest Service sign standards and be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD), where applicable. Inform Forest Service of repairs to Summer Road Signs and install temporary signs if agreed between Forest Service and County. At the end of the grooming season, or before April 30th, remove winter seasonal use signs; including "Stop", "Yield", and "Closed to Wheeled Vehicle" signs associated with OSV operations.
6. Provide the Forest Service with a monthly report, due the 30th of each month, documenting sign locations, condition and presence. Missing signs will be replaced without delay and remain unobstructed at all times.
7. Purchase, install, and maintain snow poles marking the groomed route as needed and contingent on funding.
8. The county will make reasonable and diligent efforts to obtain permission from private landowners where trails cross private land and provide signing consistent with the rest of the trail system. All signing on private property will be the responsibility of the county.
9. Provide trained personnel to operate the OSV and grooming implements.
10. Appoint and facilitate a snowmobile advisory committee.

11. When the County has knowledge of any trail hazards or trail issues that create a high probability of harm to persons or property, the County will take timely action to mitigate or remove the hazard and apprise the Forest Service within 24 hours, or when practicable. With the exception of trail closures, these mitigation measures do not require prior notice or Forest Service approval. The County has no authority to close trails on NFS lands, only the Forest Service will close trails.
12. Consult with Forest Service on any trail location changes on NFS lands prior to making those changes.

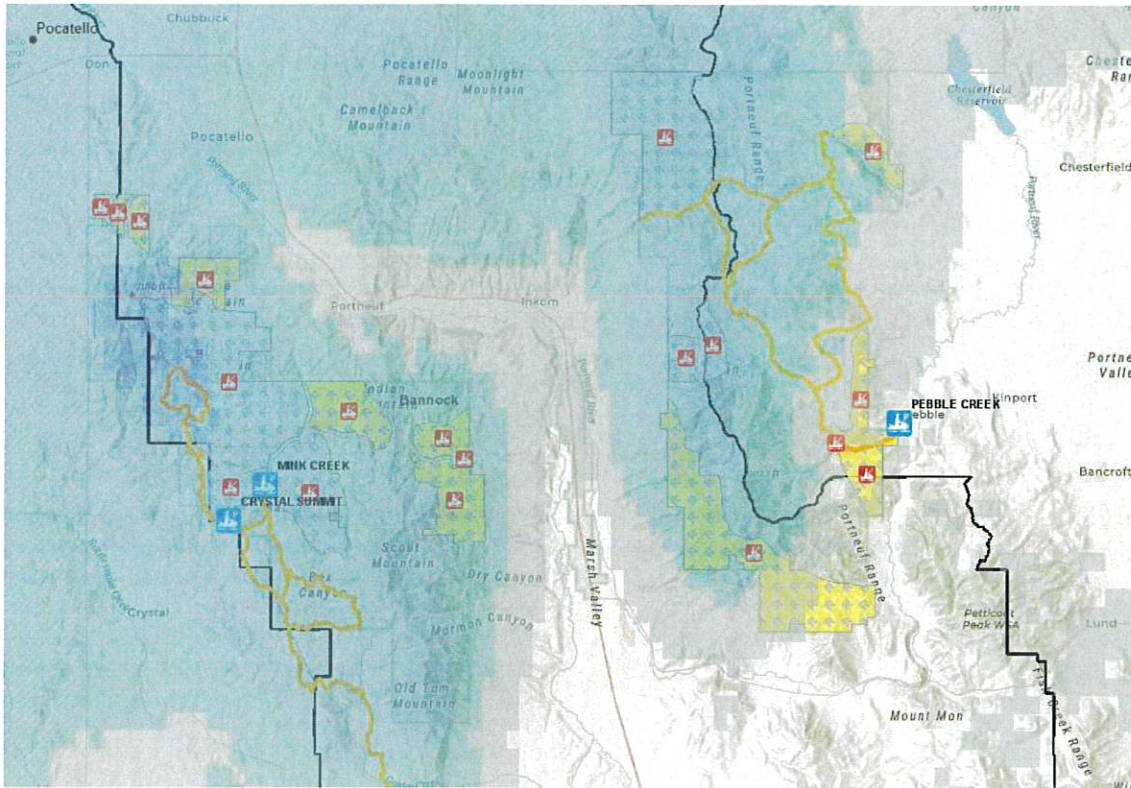
II. THE FOREST SERVICE SHALL:

1. Create and maintain the sign plan for the snowmobile trails and trailheads for the groomed trails in State Designated Snowmobile Area #3. The sign plan is a list of signing standards and guidelines that offer the minimum traffic control device characteristics; including sizes, shapes, dimensions and colors, recommended at and/or adjacent to all trail crossings, intersections, junctions, and trails located on NFS land within the Caribou-Targhee National Forest and are part of the snowmobile trail system.
2. Upon notification from the County of potential trail hazards, the Forest Service will evaluate for trail closure and issue such closure if warranted.
3. Provide County with Summer Road Signs for temporary winter installation when these signs are reported damaged or missing.
4. Work with the County to accomplish groomed route brushing work during the summer or fall months that meets Forest Service brushing standards.

III. IT IS MUTUALLY AGREED AND UNDERSTOOD BETWEEN THE PARTIES THAT:

1. Accidents resulting in personal injury or property damage in the estimated amount of \$200.00 or more must be reported to a proper Law Enforcement Agency as described in Idaho Code 67-7111.
2. The Idaho Department of Parks and Recreation shall provide the County with OSV Groomers for State Designated Snowmobile Area #3.
3. The Idaho Department of Parks and Recreation will conduct periodic inspections of the maintenance and operation of snowmobile program with the Forest Service and County when necessary to ensure activities are occurring in accordance with the CCS and AOP.

IV. MAP ATTACHMENT



Idaho_Snowmobile_Trails2

Snowmobile_Parking_Lots



Restricted_Points



Snowmobile_Trails

— Groomed Snowmobile Trail

- - - Infrequently Groomed Snowmobile Trail

... Ungroomed Snowmobile Trail

Travel Restricted Areas

Seasonal

Designated_Routes

Closed

Wilderness



County

Counties



IN WITNESS WHEREOF, the parties hereto have executed the Annual Operating Plan as of the last date written below.

ERNIE MOSER Commissioner Chairman
Bannock County, Idaho

Date

KIM OBELE Westside District Ranger
Caribou-Targhee National Forest

Date

MEL BOLLING, Forest Supervisor
Caribou-Targhee National Forest

Date

The authority and format of this agreement have been reviewed and approved for signature.

LYNELLE
SIMMONS

Digitally signed by
LYNELLE SIMMONS
Date: 2024.01.08
09:41:24 -07'00'

LYNELLE SIMMONS
U.S. Forest Service Grants and Agreements Specialist

Date

U.S. Forest Service

OMB 0596-0217
FS-1500-17B

Attachment: **Exhibit B**

USFS Agreement No.: **19-CS-11041557-012** Mod. No.:002
Cooperator Agreement No.:

Note: This Financial Plan may be used when:
 (1) No program income is expected and
 (2) The Cooperator is not giving cash to the FS and
 (3) There is no other Federal funding

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		BANNOCK COUNTY CONTRIBUTIONS		DEPARTMENT CONTRIBUTIONS		(g) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	(e) Noncash	(f) In-Kind	
Direct Costs							
Salaries/Labor	\$14,200.00	\$0.00	\$4,215.00		\$2,000.00		\$18,415.00
Travel	\$0.00	\$0.00	\$0.00		\$500.00		\$0.00
Equipment	\$2,875.00	\$0.00	\$9,657.20				\$12,532.20
Supplies/Materials	\$0.00	\$0.00	\$3,834.00				\$3,834.00
Printing		\$0.00			\$100.00		\$0.00
Other		\$0.00			\$3,860.00		\$3,860.00
Other		\$0.00					\$0.00
Other		\$0.00					\$0.00
Subtotal	\$17,075.00	\$0.00	\$17,706.20	\$0.00	\$6,460.00	\$0.00	\$41,241.20
Coop Indirect Costs							\$0.00
FS Overhead Costs	\$2,561.25						\$2,561.25
Total	\$19,636.25	\$0.00	\$17,706.20	\$0.00	\$6,460.00	\$0.00	\$43,802.45
Total Project Value:							\$43,802.45

Matching Costs Determination	
Total Forest Service Share =	(h)
(a+b) + (g) = (h)	44.83%
Total Cooperator Share	(i)
(c+d+e+f) + (g) = (i)	55.17%
Total (h+i) = (j)	(j)
	100.00%

2. Cost Analysis:

Use the following section to show additional information that supports the lump sum figures provided above. The following Cost Analysis boxes, (a)-(d), should provide a cost analysis of the corresponding matrix columns, (a)-(d), above, e.g. matrix column (a) *FS Non-Cash Contribution* should be analyzed under block (a), below, and matrix column (b) *FS In-Kind Contribution* should be analyzed under block (b), below, etc. Furthermore, each cost analysis box, below, should have clear labels indicating which cost element, above, is being analyzed, e.g. Salary/Labor = hrs or days x rate; Travel = miles x rate, or months x FOR rate (that is, days x per diem rate; Equipment Use = hrs or days x rate; Supplies & Materials--list of items and estimated cost; Printing = estimated cost per item; Indirect Cost = Direct cost x current indirect rate.

If necessary, add additional sheets for cost analysis. To compress any unwanted portion(s) of this section, highlight the section to be hidden, then select "Format", "Row", and "Hide" from the toolbar.

Column (a) Patrolling, sign plan, public education, plowing projections for the duration of the agreement (5 years).

Forest Service Noncash Contribution

Column (b) Forest Service Cash to Cooperator

Column (c) IDPR current fees collect: Resident: \$45.50, Non-Resident: \$59.50 Rentals: \$75.50 of which \$1.50 vendor fee \$1.00 snowmobile related Search and Rescue efforts, 85% goes to the county operated snowmobile grooming programs, Up to 15% goes to administration fees and the printing costs of registration stickers. These figures are projections for the duration of the 5 year agreement.

Cooperator Noncash Contribution

Column (d) Cooperator Third Party In-Kind Contribution

Column (e) 15% of collected designated county revenue goes to administration fees and the printing costs of registration stickers. Avalanche awareness training, meetings, and administration. These figures are projections for the duration of the 5 year agreement.

Cooperator Noncash Contribution

Column (f) Cooperator Third Party In-Kind Contribution

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of Days		Total
District Ranger	\$600.00	5.00		\$3,000.00
Zone Recreation Staff Officer	\$420.00	10.00		\$4,200.00
Trails Foreman	\$350.00	20.00		\$7,000.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Salaries/Labor				\$14,200.00

Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Travel				\$0.00

Equipment				
Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
1/2 ton pick-up truck		\$75.00	25.00	\$1,875.00
Snowmobile	2.00	\$50.00	10.00	\$1,000.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Equipment				\$2,875.00

Supplies/Materials				
Standard Calculation				
Supplies/Materials	# of Items	Cost/Item		Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Supplies/Materials				\$0.00

Printing				
Standard Calculation				
Paper Material	# of Units	Cost/Unit		Total
				\$0.00
Non-Standard Calculation				
Total Printing				\$0.00

Other Expenses				
Standard Calculation				
Item	# of Units	Cost/Unit		Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Other				\$0.00

Subtotal Direct Costs	\$17,075.00
------------------------------	--------------------

Forest Service Overhead Costs			
Current Overhead Rate	Subtotal Direct Costs		Total
15.00%	\$17,075.00		\$2,561.25
Total FS Overhead Costs			\$2,561.25

TOTAL COST	\$19,636.25
-------------------	--------------------

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.
NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract=\$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of Days		Total
Groomer Operator	\$281.00	15.00		\$4,215.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Salaries/Labor				\$4,215.00

Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Travel				\$0.00

Equipment				
Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Snow Groomer	1.00	\$413.87	15.00	\$6,208.05
Groomer Storage	1.00	\$5.11	365.00	\$1,865.15
Truck	1.00	\$105.60	15.00	\$1,584.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Equipment				\$9,657.20

Supplies/Materials				
Standard Calculation				
Supplies/Materials	# of Items	Cost/Item		Total
Fuel for Groomer		15.00	\$150.00	\$2,250.00
Fuel for Truck		15.00	\$105.60	\$1,584.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Supplies/Materials				\$3,834.00

Printing				
Standard Calculation				
Paper Material	# of Units	Cost/Unit		Total
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Printing				\$0.00

Other Expenses				
Standard Calculation				
Item	# of Units	Cost/Unit		Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Total Other				\$0.00

Subtotal Direct Costs	\$17,706.20
------------------------------	--------------------

Cooperator Indirect Costs				
Current Overhead Rate	Subtotal Direct Costs			Total
	\$17,706.20			\$0.00
Total Coop. Indirect Costs				\$0.00

TOTAL COST	\$17,706.20
-------------------	--------------------



USDA Forest Service

OMB 0596-0217
FS-1500-19

MODIFICATION OF GRANT OR AGREEMENT

PAGE	OF PAGES
1	5

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 21-CO-11041557-011	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 003
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Region 4 Grants & Agreements 324 25th Street Ogden, UT 84401	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Caribou-Targhee National Forest Westside Ranger District 4350 Cliffs Drive Pocatello, ID 83204	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Bannock County 624 E Center St Room 104 Pocatello, ID 83201-6274	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):	

8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Voluntary Cooperator contribution of \$5,000.00 additional funding to continue project activities.
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: Update Bannock County and U.S. Forest Service project contacts as shown in Box 9 below.
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): Clarifies project purpose and locations as described in Box 9

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):

Updates agreement provisions as follows:

I. PURPOSE: The purpose of this agreement, and incorporated Financial Plan (Exhibit A), is to document the voluntary contribution of funds from the County to the U.S. Forest Service to plow select trailhead parking areas for public use during the winter season.

II. THE COUNTY SHALL:

D. County will provide guidance and feedback to the U.S. Forest Service concerning the method and timing of parking area plowing and will work cooperatively with the U.S. Forest Service to agree on plowing activities for the Inman parking area.

III. THE U.S. FOREST SERVICE SHALL:

A. Reimbursable Billing. The U.S. Forest Service shall bill the County quarterly, as of December 31, for funds sufficient to cover the costs for the specific payment period. Total reimbursement shall not exceed \$20,000 (original agreement amount of \$5,000 plus \$5,000 added through Modifications 001, 002 and 003), as agreed in the Financial Plan. All reimbursement billings must be completed within the same fiscal year as U.S. Forest Service expenditures. The County shall not be assessed overhead for work pertaining to this agreement.

Billings must be sent to:

Bannock County Commissioner's Office
 ATTN: Bobette Beesley
 5500 South 5th Avenue
 Pocatello, ID 83201
 bobetteb@bannockcounty.us



USDA Forest Service

OMB 0596-0217
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E. The U.S. Forest Service will perform plowing activities at the South Fork of Mink Creek and Crystal Summit trailhead parking areas for use by the public during the winter season and will work cooperatively with the County to agree on plowing activities for the Inman parking area.

IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

A. PRINCIPAL CONTACTS:

Bannock County Program Contact
Kiel Burmester
5500 South 5th Ave.
Pocatello, ID 83201
PH: 208-236-9591
Email: kielb@bannockcounty.us

Bannock County Administrative Contact
Bobette Beesley
5500 South 5th Ave.
Pocatello, ID 83201
PH: 208-233-9591, Ext 8010
Email: bobetteb@bannockcounty.us

U.S. Forest Service Program Manager Contact
Samantha Solomon, Recreation Management Specialist
Westside Ranger District
4350 S. Cliffs Drive
Pocatello, ID 83204
PH: 208-236-7524
Email: samantha.solomon@usda.gov

U.S. Forest Service Administrative Contact
Lucas Knowles, Grants Management Specialist
Region 4 Grants & Agreements
324 25th Street
Ogden, UT 84401
PH:
Email: Lucas.Knowles@usda.gov

10. ATTACHED DOCUMENTATION (Check all that apply):

<input type="checkbox"/>	Revised Scope of Work
<input checked="" type="checkbox"/>	Revised Financial Plan
<input type="checkbox"/>	Other:

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. BANNOCK COUNTY SIGNATURE (Signature of Signatory Official)	11.B. DATE SIGNED 1/16/24	11.C. U.S. FOREST SERVICE SIGNATURE MELVIN BOLLING <small>Digitally signed by MELVIN BOLLING Date: 2024.01.10 15:58:46 -07'00'</small>	11.D. DATE SIGNED
11.E. NAME (type or print): ERNIE MOSER		11.F. NAME (type or print): MEL BOLLING	
11.G. TITLE (type or print): Chairman, Bannock County Board of Commissioners		11.H. TITLE (type or print): Forest Supervisor, Caribou-Targhee National Forest	

12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by: LYNELLE SIMMONS <small>Digitally signed by LYNELLE SIMMONS Date: 2024.01.10 14:01:33 -07'00'</small> LYNELLE SIMMONS U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED
---	-------------------



USDA Forest Service

OMB 0596-0217
FS-1500-19**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Forest Service Agreement # 21-CO-11041557-011

Cooperator Agreement #

Collection Agreement Financial Plan Modification 003

Cooperator and FS Contributions

Exhibit A

COST ELEMENTS and related data				Cooperator Contribution	FS Non-Cash Contribution	
Line Item Cost Subtotals				Subtotal	Subtotal	Combined Subtotals
PERSONNEL						
Resource Specialists (List all personnel):		# of Days	\$/Day			
WG Road Crew Outside of Base (OT and Holiday)		4.50	\$500.00	\$2,250.00		\$2,250.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
WG 9 Equipment Operator (Moore)		5.00	\$370.00		\$1,850.00	\$1,850.00
WG Equipment Operator (Weiler)		5.00	\$280.00		\$1,400.00	\$1,400.00
WG Equipment Operator (Bruce)		5.00	\$370.00		\$1,850.00	\$1,850.00
					\$0.00	\$0.00
					\$0.00	\$0.00
Subtotal, Personnel:		19.50		\$2,250.00	\$5,100.00	\$7,350.00
TRAVEL						
Explanation of trips:	Vehicle Mileage Cost or Airfare Cost	# of Trips	PerDiem and Lodging			
From Where/To Where/For Whom						
				\$0.00		\$0.00
				\$0.00		\$0.00
					\$0.00	\$0.00
Subtotal, Travel:		\$0.00	0	\$0.00	\$0.00	\$0.00
EQUIPMENT						
Name and Type of Equipment:	Unit Cost	Quantity				
Grader repairs, Maintenance, Fuel, Usage	\$1,950	1		\$1,950.00		\$1,950.00
Plow Truck Mileage	\$100	8		\$800.00		\$800.00
					\$0.00	\$0.00
Subtotal, Equipment:			9	\$2,750.00	\$0.00	\$2,750.00
SUPPLIES						
Name and Type of Supplies:	Unit Cost	Quantity				
				\$0.00		\$0.00
				\$0.00		\$0.00
					\$0.00	\$0.00
Subtotal, Supplies:		\$0.00	0	\$0.00	\$0.00	\$0.00

U.S. Forest Service

OMB 0596-0217
FS-1500-18

CONTRACTUAL			
Describe Contracts that will most likely result from this project:			\$0.00
			\$0.00
			\$0.00
Subtotal, Contractual:		\$0.00	\$0.00
OTHER			
Describe Other Costs of the Project:			\$0.00
			\$0.00
			\$0.00
Subtotal, Other:		\$0.00	\$0.00
TOTAL DIRECT CHARGES		\$5,000.00	\$5,100.00
OVERHEAD ASSESSMENT (if applicable, see FSH 1909.13)		Insert Rate Here:	
Total Party Costs		\$5,000.00	\$5,100.00
COST ELEMENTS SUBJECT TO NATIONAL PASS-THROUGH RATES		Cooperator Contribution	
TOTAL CHARGES		\$0.00	
OVERHEAD ASSESSMENT (if applicable, see FSH 1909.13)		Insert Rate Here:	\$0.00
Total Pass-Through Costs		\$0.00	
TOTAL PROJECT COSTS			\$10,100.00

Burden Statement

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BANNOCK COUNTY COMMISSIONERS

624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Ryan Belnap, Human Resources and Risk Management Director

Department:

Human Resources and Risk Management

Requestor Email:

ryanb@bannockcounty.gov

Item(s) to be considered:

The attached resolution is for authorization to destroy the 20 boxes of employee files that are beyond their retention date.

Date of meeting being requested: **Time requested:**

01/16/2024

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

List of additional attendees:

Ryan Belnap



Request for Destruction of Personnel Records
Human Resources and Risk Management

Bannock County
624 E Center Street
Pocatello, ID 83201

Date: January 5, 2023

To: Ernie Moser, Jeff Hough, John Crowder
Bannock County Commissioners

From: Ryan Belnap
Human Resources and Risk Management Director

Regarding: Resolution for Destruction of Personnel Records

According to Bannock County Personnel Policy Section I.E.1, "The official employee records for Bannock County will be kept by human resources." According to Human Resources and Risk Management Standard Operating procedure chapter 7.08.A and B,

A. Destruction of Records

The BOCC shall provide authorization to destroy documents per resolution.

All paper personnel records and confidential employee data maintained by the HR department will be destroyed by a standard destruction method, so that the information cannot be read or reconstructed after retention dates have passed; this procedure pertains to all personnel records...

B. Retention of terminated employee's records

Document Type	Retention
Employment applications from unsuccessful candidates	1 year after recruitment ends
Form I-9	Termination + 3 years
Medical (FMLA and ADA)	
General employee documents found in the personnel file	Termination + 7 years
Case Files – Compensation, policy violation, and accidents without injury	
Retirement Documentation	Termination + 50 years
Case Files – Accidents with injury	Permanent
USERRA Leave Requests	

The Human Resources coordinated and supervised efforts to identify personnel records within paper employee files that are beyond their retention date. This work included physically inspecting files and separating documents that need to be retained from those that can be destroyed. There are 20 boxes of paper personnel records in a staging area that are ready for destruction. This is about half of the documents that will need to be destroyed.

The attached resolution is for authorization to destroy the 20 boxes of files.

Picture of some of the boxes in the staging area:



The Archives team has a third party come once a month to pick up and appropriately destroy documents that have been prepared for destruction. HR has a plan, in coordination with the Archives team, to include these personnel files with Archives' monthly load as there is room.

HR recognizes and appreciates the support from the Clerk's Office, the Treasurer, and Road and Bridge for providing space, boxes, employee time, and help with the funding.

BANNOCK COUNTY COMMISSIONERS

Chairman _____

Commissioner _____

Commissioner _____

1-16-2024

BANNOCK COUNTY COMMISSIONERS

624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
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Requestor Name:

Torey Danner

Department:

Coroner

Requestor Email:

tdanner@bannockcounty.us

Item(s) to be considered:

Permission to apply for grant funding.

Date of meeting being requested:

01/16/2024

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

List of additional attendees:

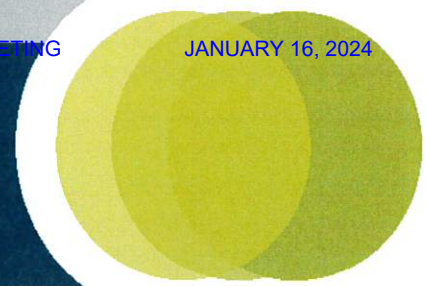
Charity Staggs - SICOG

Bannock County

NOTICE OF FUNDING OPPORTUNITY AND RISK ASSESSMENT FOR GRANTS

****Must attach notice of funding opportunity****

Submit to: grantnotify@bannockcounty.us



Is this a reoccurring grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Department:	OEM/Coroner	Date Form Completed:	1/5/2024
Supervisor:	Wes Jones	Program Manager:	Torey Danner
Project Title:	Coroner Facility Updates Phase 1	Submission Deadline:	April 2024 (Estimate)
Grant Name:	Coroner System Program	Grant Number:	
Funding Agency:	Dep. of Justice		
Amount requested:	\$70,947	Grant match %:	\$0 <input type="checkbox"/> In-kind allowed
Total estimate project cost: \$70,947 Long-term maintenance cost (including staffing):			
Explain source of match: No match is required for this program.			
Project Summary: Project will consist of acquiring a pick-up truck, walk-in cooler, and observation table for the Coroner Facility. Pick-up truck will be a 3/4 ton and able to tow current mass casualty trailer. Both walk-in trailer and observation table may be installed at Coroner's current location or at a new location, so long as the project is completed before October 2026. Project will move Coroner's Facility toward gaining national accreditation.			
Anticipated Notification date:	9/30/2024	Project start/end dates:	Oct 2024-2026
Funding Type: <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local government <input type="checkbox"/> Private <input type="checkbox"/> Other			
Net Cash Outflow: <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Advance Funded <input type="checkbox"/> Other			
Target Population: Bannock County			
Potential Impact on Target Population: Project will increase County resources and it's ability to care for the deceased throughout Bannock County.			
Funding Source Reporting Requirements: Financial and Performance reports will be required.			
# of staff to participate:	Will grant require staff be pulled from primary duties? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Will staff training be provided?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Training cost included in budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does grant include technology?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If so, has IT Dept been notified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does grant require office space?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Grant require new personnel?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Chance of successful funding: <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low			
Application prep burden:			
<input type="checkbox"/> High (needs project development & grant writing assistance)			
<input type="checkbox"/> Medium (small project development or grant writing assistance)			
<input checked="" type="checkbox"/> Low (program in place, simple project development or department able to complete application)			
Administration/Management burden: <input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low			

RISK ASSESSMENT FOR GRANTS

Grant Team Assessment: (To be completed by the Grant Team)	
Does the project align with the grant criteria?	
Is the project feasible?	
Can we meet the matching requirement?	
Is the initiating department able to adequately manage the grant?	
Are there other consideration? If so, please describe:	
Other departments to involve:	
Summary of Department comments/ recommendation:	
Project/Grant Program Manager Contact Information:	
Auditing Department: Recommend Application	Do Not Recommend Application
Signatures:	Comments:
Legal: Recommend Application	Do Not Recommend Application
Signatures:	Comments:
BOCC: Recommend Application	Do Not Recommend Application
Comments:	

Chairman Signature

Jan. 16, 2024
Date



BANNOCK COUNTY COMMISSIONERS
 624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363

ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

AGENDA REQUEST FORM

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at [208-236-7210](tel:208-236-7210), three to five working days before the meeting.

E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Shanda Crystal/Chief Procurement Officer

Item to be considered/background:

Request a potential signature on a contract with Cognitive Restructuring for Family Specialist Services.

How much time will be needed? Meeting date requested:

5 minutes

1/16/24

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Kimberly Talbot

Please include any supporting documents with your Agenda Session Request Form.

<p>Commissioner Office Only:</p> <p>Date: _____ Time: _____</p>



Independent Contractor Agreement

Procurement Contract Number 2024.005

Project Name: Family Specialist Services

Contractor: Cognitive Restructuring, LLC

AGREEMENT made between Bannock County, a political subdivision of the state of Idaho, herein "COUNTY" and Cognitive Restructuring, LLC herein "CONTRACTOR".

THE PARTIES AGREE AS FOLLOWS:

1. **SCOPE OF WORK:** COUNTY engages CONTRACTOR to perform the work associated with the Bannock County Family Specialist Services Request for Proposals as set forth in Exhibit "A" attached hereto.

2. **EFFECTIVE DATE:** Contract for said services rendered from January 16, 2024 through September 30, 2024 with two (2) additional one-year terms available for automatic renewal upon approved funding and satisfactory contract performance.

3. **COMPENSATION:** COUNTY agrees to pay CONTRACTOR for their services rendered under this Agreement an amount of \$70.00/hour for individual counseling sessions and \$190.00/class for a three-hour parenting education class, not to exceed a three-year total sum of \$ 53,250.00. The parties agree that CONTRACTOR will invoice COUNTY for a per hour or per class payment under this Agreement for services rendered herein.

4. **NOTICES:** Any and all notices required or permitted to be given by either party hereto, unless otherwise stated in this Agreement, shall be in writing and be deemed communicated when mailed in the United States mail, certified, return receipt requested, addressed as follows:

Bannock County
Commission Office
624 East Center, Room 101
Pocatello, Idaho 83201

Cognitive Restructuring LLC
Patti Kerscher, Administrative Director
707 North 7th Avenue, Suite D
Pocatello, Idaho 83201

Either party may change their address for the purpose of this paragraph by giving written notice of such change to the other in the manner provide by Section 4 (Notices) herein.

5. **INDEPENDENT CONTRACTOR RELATIONSHIP:** CONTRACTOR is an independent contractor and is not an employee, servant, agent, partner, or joint venture of COUNTY. COUNTY shall determine the work to be done by CONTRACTOR, but CONTRACTOR shall determine the legal means by which it accomplishes the work specified by COUNTY.

6. **FEDERAL, STATE, AND LOCAL PAYROLL TAXES:** Neither federal, state or local income taxes, nor payroll taxes of any kind shall be withheld and paid by COUNTY on behalf of CONTRACTOR or the employees of CONTRACTOR. CONTRACTOR shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. CONTRACTOR understands that CONTRACTOR is responsible to pay, according to law, CONTRACTOR's income tax. CONTRACTOR further understands that CONTRACTOR may be liable for self-employment (Social Security) tax to be paid by CONTRACTOR according to law.

7. **LICENSES AND LAW:** CONTRACTOR represents that it possesses the skill and experience necessary and all licenses required to perform the services under this agreement.



Independent Contractor Agreement

Procurement Contract Number 2024.005

CONTRACTOR further agrees to comply with all applicable laws in the performance of the services hereunder.

8. FRINGE BENEFITS: Because *CONTRACTOR* is engaged in its own independently established business, *CONTRACTOR* is not eligible for, and shall not participate in, any employee pension, health, or other fringe benefit plans of *COUNTY*.

9. WORKER'S COMPENSATION: *CONTRACTOR* shall maintain in full force and effect worker's compensation for *CONTRACTOR* and any agents, employees, and staff that the *CONTRACTOR* may employ, and provide proof to *COUNTY* of such coverage or that such worker's compensation insurance is not required under the circumstances.

10. EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES: *CONTRACTOR* shall supply, at *CONTRACTOR*'s sole expense, all equipment, tools, materials and/or supplies to accomplish the services to be provided.

11. ASSIGNMENT: It is expressly agreed and understood by the parties hereto, that *CONTRACTOR* shall not have the right to assign, transfer, hypothecate or sell any of its rights under this Agreement except upon the prior express written consent of *COUNTY*.

12. CHANGES: *COUNTY* may, from time to time, request changes in the Services to be performed hereunder. Such changes, and any increase or decrease in *CONTRACTOR*'S compensation, shall be effective only if they are in the form of mutually executed written amendments to this Agreement.

13. NON-APPROPRIATION: Expenditures not appropriated by *COUNTY* in its current fiscal year budget are deemed to be contingent liabilities only and are subject to appropriation in subsequent fiscal year budgets. In the event no funds or insufficient funds are appropriated and budgeted in any subsequent fiscal period by *COUNTY* for performance under this Agreement, *COUNTY* shall notify the other party(ies) and this Agreement shall terminate. Payments under this agreement shall be completed to the date of notification, except that no payment shall be made or due under this Agreement beyond those amounts appropriated and budgeted by *COUNTY* to fund payments under this Agreement.

14. TERMINATION FOR CAUSE: If, through any cause, *CONTRACTOR* shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if *CONTRACTOR* shall violate any of the covenants, agreements, or stipulations, of this Agreement, *COUNTY* shall thereupon have the right to terminate this Agreement by giving written notice to *CONTRACTOR* of such termination and specifying the effective date thereof at least fifteen (15) days before the effective date of such termination, If this Agreement is terminated for cause, *CONTRACTOR* shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, *CONTRACTOR* shall not be relieved of liability to *COUNTY* for damages sustained by *COUNTY* by virtue of any breach of this Agreement by *CONTRACTOR*, and *COUNTY* may withhold any payments to *CONTRACTOR* for the purposes of set-off until such time as the exact amount of damages due *COUNTY* from *CONTRACTOR* is determined. This provision shall survive the termination of this Agreement and shall not relieve *CONTRACTOR* of its liability to *COUNTY* for damages.

15. TERMINATION FOR CONVENIENCE: Either *COUNTY* or *CONTRACTOR* may terminate this Agreement at any time by giving at least fifteen (15) days' notice in writing. If the Agreement is terminated by *COUNTY* as provided herein, *CONTRACTOR* will be paid an amount which bears the same ratio to the total compensation as the work actually performed bear to the total services of *CONTRACTOR* covered by this Agreement, less payments of compensation



Independent Contractor Agreement

Procurement Contract Number 2024.005

previously made. If this Agreement is terminated due to the fault of CONTRACTOR, Section 14 (Termination for Cause) hereof relative to termination will apply.

16. INDEMNITY AND INSURANCE PROVISIONS: In respects to acts, errors, or omissions in the performance of professional services, CONTRACTOR agrees to indemnify and hold harmless COUNTY, its officers, employees, and COUNTY-designated volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising directly out of CONTRACTOR's negligent acts, errors or omissions in the performance of its professional services under the terms of this contract.

In respects to all acts or omissions which do not arise directly out of the performance of professional services including, but not limited to those acts or omissions normally covered by general and automobile liability insurance, CONTRACTOR agrees to indemnify, defend (at COUNTY's option), and hold harmless COUNTY, its officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability, or consequential damages of any kind or nature arising out of or in connection with CONTRACTOR's (or CONTRACTOR's subcontractors, if any) performance or failure to perform, under the terms of this contract; excepting those which arise out of the sole negligence of COUNTY.

Without limiting COUNTY's right to indemnification, it is agreed that CONTRACTOR shall secure prior to commencing any activities under this Agreement, and maintain during the term of this Agreement, insurance coverage as follows:

1. Worker's compensation insurance as required by Idaho statutes.
2. Comprehensive general liability insurance or commercial general liability insurance, including coverage for premises and operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable), in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence, combined single limit, written on an occurrence form.
3. Comprehensive automobile liability coverage including, as applicable, owned, non-owned and hired autos, in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence, combined single limit, written on an occurrence form.
4. Professional liability insurance coverage, including contractual liability, in an amount not less than One Million Dollars (\$1,000,000.00), and CONTRACTOR shall maintain such coverage for at least four (4) years from the termination of this Agreement; and during this four- year period, CONTRACTOR shall use CONTRACTOR's best efforts to ensure that there is no change of the retroactive date on this insurance coverage.

COUNTY is hereby authorized to reduce the requirements set forth above in the event it determines that such reduction is in COUNTY's best interest.

Each insurance policy required by this Agreement shall contain the following clauses:

1. This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days prior written notice has been given to the Auditing Department of COUNTY.
2. It is agreed that any insurance maintained by COUNTY shall apply in excess of and not contribute with insurance provided by this policy.

Each insurance policy required by this Agreement, excepting policies for worker's compensation and professional liability, shall contain the following clause:



Independent Contractor Agreement

Procurement Contract Number 2024.005

COUNTY, its officers, agents, employees, representatives and volunteers are added as additional insured in respects to operations and activities of, or on behalf of, the named insured, performed under contract with COUNTY. Prior to commencing any work under this Agreement, CONTRACTOR shall deliver to COUNTY insurance certificates confirming the existence of the insurance required by this Agreement, and including the applicable clauses referenced above. Also, within thirty (30) days of the execution date of this Agreement, CONTRACTOR shall provide to COUNTY endorsements to the above-required policies, which add to these policies the applicable clauses referenced above. Said endorsements shall be signed by an authorized representative of the insurance company and shall include the signature's company affiliation and title. Should it be deemed necessary by COUNTY, it shall be CONTRACTOR's responsibility to see that COUNTY receives documentation acceptable to COUNTY which sustains that the individual signing said endorsements is indeed authorized to do so by the insurance company. Also, COUNTY has the right to demand, and to receive within a reasonable time period, copies of any insurance policies required under this Agreement.

In addition to any other remedies COUNTY may have if CONTRACTOR fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, COUNTY may, at its sole option:

1. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
 - a. Order CONTRACTOR to stop work under this Agreement and/or withhold any payment(s) which become due to CONTRACTOR hereunder until CONTRACTOR demonstrates compliance with the requirements hereof.
 - b. Terminate this Agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies COUNTY may have and is not the exclusive remedy for CONTRACTOR's failure to maintain insurance or secure appropriate endorsements.

Nothing herein contained shall be construed as limiting in any way the extent to which CONTRACTOR may be held responsible for payments of damages to persons or property resulting from CONTRACTOR's, or its subcontractor's, performance of the work covered under this Agreement.

17. NONWAIVER: Failure of either party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

18. CHOICE OF LAW: Any dispute under this Agreement, or related to this Agreement, shall be decided in accordance with the laws of the State of Idaho.

19. ANTI-BOYCOTT AGAINST ISRAEL ACT: If this Agreement has a total potential value of \$100,000 or more and if CONTRACTOR is a company with ten (10) or more employees, then pursuant to Idaho Code §67-2346, CONTRACTOR affirmatively states that it does not boycott Israel and will not boycott Israel during the term of this Agreement. In this paragraph, the terms "company" and "boycott Israel" shall have the meanings described in Idaho Code §67-2346.

20. ENTIRE AGREEMENT: This is the entire Agreement of the parties and can only be modified or amended in writing by the parties.

21. SEVERABILITY: If any part of this Agreement is held unenforceable, the remaining portions of the Agreement will nevertheless remain in full force and effect.



Independent Contractor Agreement

Procurement Contract Number 2024.005

22. ATTORNEY FEES: Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture or termination of this Agreement.

DATED this 16th day of January, 2024.

COUNTY:

BANNOCK COUNTY COMMISSIONERS

Ernie Moser, Chairman

Jeff Hough, Commissioner

John Crowder, Commissioner

CONTRACTOR:

By *Dennett Hays*
(Name)

Its OWNER / clinical DIRECTOR
(Title or Office)

WITNESS: *Patti Kuescher*
(Signature of Witness or Notary Public)

ATTEST:

Clerk of Bannock County

BANNOCK COUNTY COMMISSIONERS

624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Heather Studley

Department:

GIS

Requestor Email:

heathers@bannockcounty.us

Item(s) to be considered:

Discuss reallocation of funds (from B to A budget) for intern.

Date of meeting being requested:

01/16/2024

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Agreement

List of additional attendees:

Kristi Klauser

In the Matter of APPROVING)
TAX CANCELLATION REQUESTS)

R.S. No. 2024-5
 January 16, 2024

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on January 4 and 9, 2024; and

WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is hereby authorized and directed to cancel the following on the tax rolls as listed by year:

- (1) At the request of Assessor Anita Hymas, in a letter dated January 9, 2024, for cancellation of **market value** for the **2023** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPDLB003800	Reynolds, Carrie Jean	Allowed full HOE	\$19,918

- (2) Pursuant to a meeting on January 4, 2024, and at the request of Assessor Anita Hymas, in a letter dated January 16, 2024, for cancellation of **market value** for the **2022** tax year, and waiver of **interest and late charges** for the **2022** and **2023** tax years.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPPOC242000	Spencer, Matthew	Appraisal error for 2022 – results in tax cancellation of \$4,895.82	Market Value \$397,776
		2022 Late Charge	\$168.10
		2022 Interest	\$1,040.02
		2023 Laga Charge	\$32.59
		2023 Interest	\$2.19

- (3) Pursuant to a meeting on January 9, 2024, for cancellation of **taxes** for the **2023** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPLES008100	Dix, David & Debby	Hardship	\$513.80

BOARD OF BANNOCK COUNTY COMMISSIONERS

 Ernie Moser, Chair

 Jeff Hough, Member

 John Crowder, Member

ATTEST: _____
 Jason C. Dixon, Clerk

In the Matter of SELF-CERTIFICATION)
 TO INCREASE MICRO-PURCHASE)
THRESHOLD FOR FEDERAL FUNDS)

R.S. 2024-6
 January 9, 2024

RESOLUTION

WHEREAS, Bannock County receives federal funds that are subject to the Uniform Guidance in 2 C.F.R. part 200; and

WHEREAS, the Uniform Guidance requires solicitation of quotes at the micro-purchase threshold of \$10,000; and

WHEREAS, C.F.R. §200.320(a)(iv)(C) further allows a non-federal entity that is a public institution to increase the micro-purchase threshold up to \$50,000 consistent with State law on an annual basis; and

WHEREAS, Idaho Code §§67-2805 and 2806 require solicitation of quotes for procurements at or above \$50,000 for construction projects and \$75,000 for services/personal property; and

WHEREAS, Bannock County’s Procurement Policy sets thresholds that follow State law; and

WHEREAS, increasing the federal micro-purchase threshold will ensure procurement compliance and uniformity for all County purchases;

NOW, THEREFORE, BE IT RESOLVED that the micro-purchase threshold for federal funds granted to Bannock County is increased to \$50,000 consistent with or below Bannock County’s Procurement Policy and Idaho Code thresholds.

BANNOCK COUNTY COMMISSIONERS

 Ernie Moser, Chair

 Jeff Hough, Member

 John Crowder, Member

Attest: _____
 Jason C. Dixon, Clerk

In the Matter of DECEMBER 2023)
COMMISSIONER PROCEEDINGS)

The following is a synopsis of proceedings, pursuant to Idaho Code §31-819, of the Board of Bannock County Commissioners for December 2023, to wit, of which a complete set of minutes is on file at the Bannock County Clerk's Office, Pocatello, Idaho.

Dec 7: Approved entry/exit of a public hearing and vacation of a portion of an old Two and a Half Mile Road right of way. Approved entry/exit of a public hearing; and denied the petition to vacate West Street, Paris Lane, and Burton Drive, and requested a master plan from petitioner for the area. Approved entry/exit of the Board of Ambulance and invoice, invoices and Commission report, credit application, Cardholder User Agreements, certificates of residency, and salary forms. Approved support letter for Idaho Power's grant application. Approved locum staffing agreement for forensic pathologist.

Dec 12: Approved amended Juvenile Justice Annual Financial Report. Approved signature on the Karbone new customer sheet. Approved tax cancellation requests. Approved quit claim deed for parcel RPRPVTA000100. Approved consent agenda with alcohol license, certificates of residency, and minutes.

Dec 14: Approved entry/exit Board of Ambulance and invoices, Commission report and invoices, and payroll report. Approved tool allowance policy. Approved reallocation of \$31,000 from jail boiler for security at the complex. Approved property tax exemption for Intermountain Vipassana Association. Approved property tax exemption for Christ's Love Vineyard Church.

Dec 18: Approved entry/exit executive session – personnel.

Dec 19: Approved cremation assistance for case numbers 20240007 and 20240008 and denied case number 20240009. Approved support letter for Pocatello Regional Transit's grant application. Approved lease agreements with Caterpillar Financial Services for a grader and loader. Approved Resolution Nos. 2023-97 Vacating Portion of 2 ½ Mile Road; 2023-98 Approving Tax Cancellation Requests; 2023-99 Denying Petition to Vacate Portions of West Street, Paris Lane, and Burton Drive in Sunnygate Subdivision; and 2023-100 Authorization and Order to Reallocate Funds. Approved tax cancellation requests, except parcel MHMH033037100 to allow legal to review specials/tax exemptions. Approved November Commissioner Proceedings for publication. Approved salary forms and minutes. Accepted bid from Cognitive Restructuring LLC for Family Specialist Services to take under advisement.

Dec 21: Approved amended agenda; entry/exit of Ambulance District and invoices; Commission Report and invoices; and salary forms. Approved processing credit card claim for Event Center. Approved Annual Road & Bridge Report and FY23 Indigent Defense Expenditure Report. Accepted donation of morgue cooler. Remanded the gravel pit CUP for clarification of findings with a reason statement.

Dec 28: Approved claims, payroll report, and salary forms. Approved Idaho Parks & Rec grant award for Connecting Communities Trail. Approved bond refund for Mountain View Estates completion. Approved findings of fact for Limelight Subdivision for resolution. Approved application changes for hazard fuel reduction projects Lava Ranch Phase II and Big Onion. Approved tax cancellation requests. Approved Resolution Nos. 2023-101 Approving Tax Cancellation Requests and 2023-102 Authorizing Special Counsel. Approved minutes.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Ernie Moser, Chair

Jeff Hough, Member

John Crowder, Member

Attest: _____
Jason C. Dixon, Clerk
Published: January 20, 2024

BANNOCK COUNTY COMMISSIONERS
 624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER Commissioner 1st District	JEFF HOUGH Commissioner 2nd District	JOHN CROWDER Commissioner 3rd District
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AGENDA REQUEST FORM

*The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at [208-236-7210](tel:208-236-7210), three to five working days before the meeting.*

E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

ASSESSOR

Item to be considered/background:

TAX CANCELLATION anitah@bannockcounty.us

How much time will be needed? Meeting date requested:

5 minutes

1/16/24

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Anita Hymas - Bannock County Assessor

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:

Date: _____ Time: _____



**BANNOCK COUNTY
ASSESSOR'S OFFICE**

130 N. 6TH AVE., Pocatello, ID 83201
P.O. Box 4969, Pocatello, ID 83205

ANITA HYMAS
Assessor

Phone: (208) 236-7260
Fax: (208) 232-7074

January 9, 2024

Honorable Commissioners
Ernie Moser, Chairman
Bannock County Courthouse
Pocatello, Idaho 83205

Honorable Commissioners:

Please allow the following property tax cancellations pertaining to the **2023 property tax rolls**. Calculations are to be completed by the Bannock County Treasurer using the appropriate levy and the following market value. Any request for tax cancellation will be accompanied with an explanation for each individual parcel. This request for tax cancellation does not affect the certified market value. Idaho Code 63-1302

PARCEL NUMBER	OWNER	EXPLANATION	MARKET VALUE CANCELLATION
RPR4223024704	JOHNSTON, NATHANIEL	ALLOWED FULL HOMEOWNER EXEMPTION	\$125,000
RPR4259001005	PETERSON, LYNE	ALLOWED AG EXEMPTION FOR 2023	\$138,357

Sincerely,

Anita Hymas
Bannock County Assessor
CC: TRSR; FILE

BANNOCK COUNTY COMMISSIONERS

Chairman

Commissioner

Commissioner

BANNOCK COUNTY COMMISSIONERS

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ERNIE MOSER
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Business Meeting Agenda Request Form

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Requestor Name:

Mandy Keller

Department:

Auditing

Requestor Email:

mandyk@bannockcounty.gov

Item(s) to be considered:

Sign the agreement for room at City of Chubbuck for the tax commission meeting.

Date of meeting being requested:

01/16/2024

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Agreement

List of additional attendees:

Kristi Klauser



Meeting Facility Use Request Form

Today's Date 1-10-2024

Multi-purpose Room Council Chamber

Date Room Requested May 15th & 16th Time Requested from 8am to 5pm
 (Include time needed for set up, break down, and clean up time in your request.)

Applicant Group/Organization Bannock County

Responsible Person Name Jason Dixon Secondary Contact Name Kristi Klauser

Address 624 E Center Room 104 City Pocatello zip 83201

Phone 208-236-7331 or 208-236-7335

E-mail Address(es) kristik@bannockcounty.gov mandyk@bannockcounty.gov

of Attendees MAX of 52 per session

Applicant and City staff will need to coordinate if planning to:

Serve Food Yes No X
 Use AV equipment Yes X No
 Zoom Meeting Yes No X

Description of Event (attach additional sheets if necessary)

The State Tax Commission provides levy training for the
taxing districts.

Multipurpose Room:		Council Chamber:	
Banquet Style	Max Capacity 78	Banquet Style	Not Available
<u>Classroom Style</u>	<u>Max Capacity 52</u>	Classroom Style	Max Capacity 32
Theater Style	Max Capacity 120	Theater Style	Max Capacity 75

We have round or rectangular tables available for banquets. Classroom capacity is based on use of the training tables.

I understand that room set up, clean up, and tear down is the responsibility of the user. Access and setup instructions will be provided prior to the event.

I understand that a cleaning deposit of \$200 is required if food is served. The deposit will be refunded if no cleaning is required by the City after the event.

I am an authorized representative of the organization/individual named above and I agree to be bound the City of Chubbuck Use of City Meeting Rooms policy and acknowledge receipt of a copy of the policy. The organization/individual listed above shall indemnify and hold harmless the City of Chubbuck, its officers, employees, agents and elected officials from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the applicant's use of the facilities or from the conduct of the organization/individual's business, or from any activity, work or thing done, permitted, or suffered by the organization/individual in or about the facilities listed above except claims, suits or actions occasioned by the sole negligence of the City of Chubbuck. The applicant signing this agreement will be considered the responsible party in adhering to the City of Chubbuck Use of Meeting rooms policy including but not limited to payment for damage, theft, or disturbances during use of the facility.

Signature: Ernie Moser, Commissioner, Chairman
 Date: Jan. 14, 2024

Today's Date _____

Applicant Group/Organization _____

Request Approved _____ Request Denied _____

Staff Name _____ Date _____

Reason for Denial _____

Cleaning Deposit Received Date: _____

Check #/Cash: _____

Employee Signature: _____

Cleaning Deposit Returned Date: _____

Cleaning Deposit Retained Amount: _____

Employee Signature: _____

Attach reason for not refunding deposit in full.

BANNOCK COUNTY COMMISSIONERS
 624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
 Commissioner
 1st District

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 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

Business Meeting Agenda Request Form

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Requestor Name:

Braeden Clayson

Department:

Commission

Requestor Email:

braedenc@bannockcounty.us

Item(s) to be considered:

Signature only item regarding Findings, Facts, and Conclusions of Law regarding the Limelight Subdivision.

Date of meeting being requested:

01/16/2024

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

List of additional attendees:

**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of December 28, 2023, and January 4, 9, and 11, 2024, as approved during the meeting of January 16, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Ernie Moser, Chair

Jeff Hough, Member

John Crowder, Member

ATTEST:

Jason C. Dixon, Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, December 28, 2023
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, HR Director Ryan Belnap, and Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	<p>Claims Meeting (action item) Agenda:</p> <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 <p>Work Session (potential action items) Agenda:</p>
2	<ul style="list-style-type: none"> • Ryan Belnap, Human Resources and Risk Management Director, presenting follow-up update on an insurance situation (requested 10 minutes) (potential action item)
3	<ul style="list-style-type: none"> • Nancy Allen, Administrative Manager, seeking signature on grant award from Idaho Department of Parks and Recreation for the Bannock County segment of the Connecting Communities Trail (signature only) (action item)
4	<ul style="list-style-type: none"> • Hal Jensen, Planning and Development Director, requesting a construction bond refund for Mountain View Estates (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Discussion pertaining to Limelight Subdivision (action item)
6	<ul style="list-style-type: none"> • Charity Staggs, OEM/SICOG, seeking approval of grant adjustments made by the Idaho Department of Lands (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, requesting to discuss (1) re-purposing or disposal of vehicles; (2) a recommendation to award the Family Specialist Services Request for Proposal, and; (3) Procurement Update (requested 10 minutes) (action item)
8	<ul style="list-style-type: none"> • Braeden Clayson, Chief of Staff, seeking approval of and signature on License Agreement with Pocatello Hospital LLC d/b/a Portneuf Medical Center (action item)
9	<ul style="list-style-type: none"> • Tax Cancellation Request (signature only) (action item)
10	<ul style="list-style-type: none"> • Resolution 2023-101 Approving Tax Cancellation Requests (action item) • Resolution 2023-102 Authorizing Special Counsel (action item)

- 11 • Approval of Meeting Minutes for December 18, 19, and 21, 2023, and Certification of Said Minutes (action item)

Meeting Notes

- 1 8:59 AM Moser called the meeting to order. Hough moved to approve the claims. The motion passed. Hough moved to approve the payroll report. The motion passed. Hough moved to approve the salary forms. The motion passed.
- 2 9:03 AM Mark Semons was also present. Belnap reported a resolution to the employees that ported, but were dropped with the insurance change. Semons explained that USAble will reinstate coverages at the rates as they were before. Any new ported employees will port per the new policy and rates. As discussed at the previous meeting, he reached out to other carriers and The Standard offered the best rates on everything with potential savings. The ported coverage will be reinstated.
- 3 9:02 AM Allen explained the grant was awarded for the trail that Portneuf Greenway Trails has worked on. Hough moved to approve the grant. The motion passed.
- 4 9:09 AM Jensen requested a bond refund for the developer for completion of Mountain View Estates. Hough moved to approve the refund of the bond for Mountain View Estates. The motion passed.
- 5 9:25 AM Assistant Planning Director Tristan Bourquin and Planning Director Hal Jensen appeared. Jensen explained the Limelight matter was remanded from judicial review for clarification of findings of fact, conclusions, and reason statements.

9:28 AM Crowder disclosed that before he was elected he watched the meeting videos, had spoken with the appellant, and looked at the area. He did not feel he has any information not addressed in the file or that it will impact his ability to discuss or decide impartially.

9:30 AM Clayson reviewed items from the Court's findings of deficiencies. Discussion ensued on the process and Council's findings.

9:35 AM Discussion regarding review criteria number one, that the proposed plan is in conformance with the Comp Plan and ordinances, included that the request is allowed, lots and open space are allowed by ordinance, and that density is met per criteria of the ordinance. Jensen explained people have confusion on lot size/density.

9:39 AM Regarding the subdivision ordinance, Crowder questioned ground water, septic tanks, and wells. Moser interjected this Board has no say on those matters. Jensen clarified the Idaho Department of Water Resources states that if you have an acre you are entitled to water, and explained that DEQ does a general review of subdivisions and submitted recommendations in this matter. 9:42 AM Attorney Alan Boehme entered.

9:42 AM Discussion ensued on open space design criteria, CCR's, and sewer connections. Boehme pointed out the CCR's are not in the record and should not be considered. 10:01 AM Crowder questioned the road right-of-way exception, criteria, and conditions. Staff reviewed the process from predevelopment application and meeting, concept plan with possible, preliminary plat with possible conditions, and final plat application with three steps.

10:11 AM Criteria number one was discussed and it was determined the plan is in conformance with the Comprehensive Plan and applicable standards. Based upon review, the open space design criteria is met with the acreage and density requirements; the water has been addressed in that the plan is designed to connect to city utilities when available; and the approved road meets Bannock County standards. Boehme suggested addressing multiparty wells and practicality. Additionally, and in agreement with the staff findings, multiparty wells are not practical due to the cost to the developer and that the City of Pocatello has the intent to provide utilities at a future date.

10:15 AM Council findings were reviewed for criteria number two regarding roads. Limelight Lane was constructed prior to the plat as part of a minor land division and, at that time, the Road and Bridge requirement was 50 feet. The road was accepted by the County. It was determined that Road and Bridge evaluated the road and the road was in prior existence at 50 feet per the prior road standard and grandfathered as a design deviation. Further, staff findings were agreed with that a second access would

be detrimental with the steepness of the topography, and the fire department signed off on it. A fire suppression tank was included to compensate for lack of a second access.

10:23 AM Council findings for criteria number three were reviewed. Staff findings were agreed with that the proposed partitioning of land does not prohibit the extension of dedicated streets or roads and no future roads are requested.

10:25 AM Council findings for criteria number four were reviewed. Discussion ensued on the recommendation to research existing easements listed as a condition. There was conflicting testimony at Council's hearing that indicated a property owner in the neighboring subdivision created an access easement violating that subdivision's CCR's. This easement is referring to Limelight Lane. Planning staff found there no conflict of any legally established easements. Additionally, violation of another subdivision's CCR's would not apply to Limelight Subdivision. Discussion ensued on minor land divisions, processes, and easements. Questions arose on Gibson Jack Subdivision's CCR's. Staff pointed out the County does not have jurisdiction over CCR's and they would not look at another subdivision's CCR's when considering a subdivision and road. Further, it would be a civil issued between that property owner that violated the CCR's and the homeowner's association. Boehme pointed out there are no CCR's in the record for consideration. Per staff's investigation, there were no current easements that were violated. Crowder indicated issue with violating CCR's, county should know, and now has road. Condition set by council to resolve condition of Gibson Jack CCR's to satisfaction of P&D staff and county legal. Crowder questioned if that resolved and how. It was pointed out that the record being reviewed now is before that would have happened. Crowder reiterated he has an issue whether that was resolved.

10:51 AM Council findings for criteria number five were reviewed. Discussion ensued on staff having a subjective look at lots, and developable lots based on terrain. It was determined the blocks and lots are laid out properly due to comments from utility companies, the potential for city utilities, and the fire suppression system, with consideration of land topography.

10:56 AM Council findings for criteria number six were reviewed. Questions were addressed on the term "suitable" for type and density. It was determined that, based on acreage, topography, and information obtained from public utilities, it does meet standards in that the topography is level and suitable for construction of homes, the acreage is large enough for suitable homes, utilities can be placed in accordance with information received from utilities, and it meets existing lot size and density requirements.

11:01 AM Boehme reported the conditions should be addressed. Jensen explained the conditions allow a concept to move forward to ensure compliance with the ordinance. The reason conditions were placed should be looked at. Discussion ensued on whether the conditions should be addressed, reasons statements for criteria, what part of the record or conditions should be discussed here, and if conditions have been met and whether to consider that here. Disagreement was met on considering whether conditions have been met in the final plat. The timeline and process for appeal was discussed.

11:15 AM Crowder circled back and read comments from the transcript from Jensen regarding a letter from DEQ containing a recommendation. Council did not place conditions based on it being a recommendation rather than a requirement. DEQ sends this form letter for every matter. DEQ has jurisdiction over water and the Council does not, so if DEQ wanted to require something, they would need to send it in as a requirement. Crowder indicated he still has issue with number four and the one condition resolving covenants with Gibson Jack. Hough moved to accept the findings of fact as outlined. Crowder questioned if this accepts all the conditions. The motion died.

11:25 AM Hough moved on finding of fact number one, to approve it and move forward. The motion passed. Hough moved for finding of fact number two, to approve and go forward. The motion passed. Hough moved for finding of fact number three, to approve and go forward. The motion passed. Hough moved on finding of fact number four, to approve and go forward. The motion passed with Hough and Moser voting for and Crowder against. Hough moved on finding of fact number five, to approve and go forward. The motion passed. Hough moved on finding of fact six, to approve and move forward. The motion passed.

- 6 9:12 AM Emergency Services Director Wes Jones also appeared. Jones reviewed some changes at IDOL. Staggs reported the original applications had generic language and IDOL requested more changes. Prior to the IDOL staff change, we followed the state's direction for generic language, but now going into detail. Hough moved to approve the changes on HFR applications for Ninemile now Lava Ranch Phase II and Big Onion. The motion passed.

- 7 9:18 AM Crystal reviewed a reallocation proposal for vehicles. She will work with Road and Bridge to determine fleet changes. Four cars are recommended for auction.
9:21 AM The RFP evaluation is not complete and will be rescheduled.
9:21 AM Crystal gave an update on procurement projects.
- 8 Cancelled.
- 9 9:23 AM Hough moved to approve the tax cancellation requests. The motion passed.
- 10 9:23 AM Moser reviewed the resolutions. Hough moved to approve Resolutions 2023-101 and 102. The motion passed.
- 11 9:24 AM Hough moved to approve the minutes. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved claims, payroll report, and salary forms.	Auditing
Approved Idaho Parks & Rec grant award for Connecting Communities Trail.	Grant Team/Parks & Rec
Approved bond refund for Mountain View Estates completion.	Auditing/Planning
Approved findings of fact for Limelight Subdivision for resolution.	Legal/Planning/Staff
Approved application changes for hazard fuel reduction projects Lava Ranch Phase II and Big Onion.	Grant Team/Emergency Services
Approved tax cancellation requests.	Treasurer/Assessor/Clerk
Approved Resolution Nos. 2023-101 Approving Tax Cancellation Requests and 2023-102 Authorizing Special Counsel.	Staff
Approved minutes.	Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	January 4, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Brian Trammell, HR Director Ryan Belnap, and (9:47 AM) Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	<p>Claims Meeting (action item) Agenda:</p> <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 <p>Work Session (potential action items) Agenda:</p>
2	<p>BOARD OF AMBULANCE DISTRICT</p> <ul style="list-style-type: none"> • Nancy Allen, Administrative Manager, seeking signature on grant award for State of Idaho Subgrant Number HC4741 for EMS equipment for Bannock County Ambulance District (requested 5 minutes) (action item)
3	<p>BOARD OF COUNTY COMMISSIONERS</p> <ul style="list-style-type: none"> • Nancy Allen, Administrative Manager, seeking signature on grant award for State of Idaho Subgrant Number HC4743 for EMS equipment for Bannock County Sheriff's Search and Rescue (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Ryan Belnap, Human Resources and Risk Management Director, seeking signature on a Memo requesting to dispose of revolving cabinets (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, seeking to discuss (1) an invoice for architecture and civil engineering for 6th Street, and; (2) signature on PACE/Tyler Training (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • Jason Dye, Trial Court Administrator, regarding approval of cleaning contract for D6 Treatment Facilities (requested 10 minutes) (action item)
7	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, regarding (1) recommendation to award the Family Specialist Services Request for Proposal, and; (2) providing a procurement update (requested 5 minutes) (action item)

8	• Anita Hymas, Assessor, seeking to discuss an issue pertaining to parcel RPPOC242000 (requested 15 minutes) (action item)
9	• Josh Ellis seeking to discuss Ellis Estates Subdivision (requested 20 minutes) (action item)
10	• Signature on Public Hearing notice (action item)

Meeting Notes

- 1 9:00 AM Moser called the meeting to order. 9:05 AM Hough moved to approve the invoices and credit application. The motion passed. Hough moved to approve the salary forms. The motion passed.
- 2 9:00 AM Hough moved to enter into the Board of Ambulance. The motion passed. Hough moved to approve reimbursements. The motion passed. Fire Chief Ryan O’Hearn appeared and requested acceptance of the grant award for \$16,000 for a LUCAS chest compression device. The cost is over \$25,000 which will require a match of about \$9,000. Klauser requested the PO to be approved through signature only after the state signs the agreement and explained funding is available in capital to cover the match. There will be a security interest from the state for five years. Hough moved to authorize the grant acceptance and signature on the PO when it comes back. The motion passed. Hough moved to exit the Board of Ambulance. The motion passed.
- 3 9:06 AM Allen explained the grant award for extrication equipment for Search and Rescue and the match was budgeted for. Hough moved to accept the grant for Search and Rescue. The motion passed.
- 4 9:07 AM Belnap requested disposal of filing cabinets that have been offered to other departments. The plan is to take them apart and recycle them. Hough moved to authorize disposal of the filing cabinets. The motion passed.
- 5 9:09 AM Klauser received an invoice for architectural services for 6th Street and the entry way. The project was approved at \$20,000 for both architectural and engineering, but this is \$22,504 and only includes architectural. She is requesting approval to pay from ARPA and future engineering as well. Hough moved to authorize payment of the invoice and authorize payment of the engineering invoice when it comes in. The motion passed.
9:12 AM Klauser reviewed the Tyler Technologies Pace program for remote training sessions and annual training. Hough moved to approve the Tyler remote training contract. The motion passed.
- 6 9:15 AM Facilities Director Dan Kendall and Maintenance Technician Ashley Ford also appeared. Dye reviewed two bids for a cleaning contract at D6. Ford had not been involved in discussions for this contract and should be the contact. Hough moved to approve the contract with Versatile Cleaning. The motion passed.
- 7 9:18 AM Crystal reviewed the Family Specialist Services bid with one proposal that was evaluated and recommended awarding the bid to Cognitive Restructuring. Hough moved to accept the bid from Cognitive Restructuring LLC and move forward with contract. The motion passed.
9:21 AM Crystal gave an update on procurement projects.
- 8 9:22 AM Treasurer Jennifer Clark and Chief Deputy Assessor Randy Hobson also appeared. Hymas reviewed the 2022 market value was put on the books. The site was visited, but the building was not entered. The paint was updated, and staff made a judgment call. The parcel owner came to the office in December after receiving the tax bill. He claimed he submitted a paper in June, but the office cannot find anything. The parcel has been looked at and errors were found. The value was reduced to \$277,871 for 2023. Hymas proposed to make a letter of cancellation due to errors for the 2022 value. Clark disclosed he has been in and asked questions and efforts have been made to correct the value. Moser pointed out he did not go through BOE, which is the process for correction. The proposal would cancel \$397,776 in value, which would be approximately \$4,859 in taxes for 2022.
9:27 AM Discussion ensued on delinquency and amounts due.

9:30 AM Mathew Spencer appeared. Moser questioned why he did not go to BOE and Spencer explained he dropped paperwork off across street. Hymas and Clark reported that Spencer has inquired and has been making an effort for corrections. Hough moved on parcel RPPOC242000 to accept the Assessor's request for a tax cancellation for 2022 of \$4,859 and to waive penalties and interest for 2022 and 2023. The motion passed.

- 9 9:33 AM Josh Ellis appeared. Trammell questioned attorney representation, which he represents himself. Assistant Planning Director Tristan Bourquin and Planner Alisse Foster also appeared. Ellis explained he had called Planning to see what was allowed and the best way to go forward for a subdivision. He met with county staff, reviewed lots, and worked toward a minor land division first.
- 9:40 AM Bourquin shared Ellis's final plat submitted meets open space, but the new proposal will not meet the current requirements. During the process on his application, the ordinance requirements changed. Ellis already had contracts in place. Ellis explained another subdivision was allowed to move forward under the prior ordinance. He was not notified of an upcoming ordinance change, work was in the pipeline, and he was doing what staff directed. Bourquin reported that the plan does meet the old interpretation of open space, but his minor land division was recorded in June 2022, and the predevelopment plan was not submitted in time for the change by April 2022.
- 9:48 AM Foster reported there are several people with minor land divisions that have been in talks for five years. There were 10-12 projects in place during this timeframe and maybe a handful left. Hough would like another discussion to allow for clarification with staff.
- 10 9:52 AM Hough moved to approve the public hearing notice for January 23 for a zoning change. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, credit application, and salary forms.	Auditing
Approved entry/exit Board of Ambulance, reimbursements, and EMSAVES grant award.	Auditing/Grant Team/Ambulance
Approved EMSAVES grant award for Search and Rescue.	S&R/Grant Team
Approved disposal of HR filing cabinets.	HR/Auditing
Approved increased architectural and engineering fees for 6 th Street to be paid from ARPA.	Auditing
Approved Tyler remote training contract.	Auditing
Approved cleaning contract with Versatile Cleaning for D6.	D6
Approved awarding Family Specialist Services bid to Cognitive Restructuring LLC.	Procurement/DV Court
Approved cancelling a portion of 2022 taxes and waiving penalties and interest for 2022 and 2023 for parcel RPPOC242000.	Treasurer/Assessor
Reschedule Ellis subdivision discussion.	Staff/Planning
Approved public hearing notice for zoning change.	Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, January 9, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Brian Trammell, and (9:08 AM) Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	Regular Business Meeting (action items) BOARD OF COMMISSIONERS MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
3	<ul style="list-style-type: none"> Josh Ellis, requesting a decision on Ellis Estates (requested 10 minutes) (action item)
4	RESOLUTIONS AND ORDINANCES (action items): Resolution 2024-1 Approving Tax Cancellation Requests Resolution 2024-2 Approving December 2023 Salaries Resolution 2024-3 Approving December 2023 Alcohol Licenses Resolution 2024-4 Authorization to Dispose Surplus Assets/Property
5	SIGNATURE ONLY (action items): Tax Cancellation Request Change to Bannock County Accounting/Event Center Policy
6	CONSENT AGENDA (action items): <ul style="list-style-type: none"> Manual Checks Alcohol Licenses and Catering Permits Certificate of Residency Approval 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 Technology Forms Minutes:
7	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 (action item)
8	Board of Equalization—Subroll and Occupancy (action item)
9	Meeting to discuss property taxes under Idaho Code §63-711 (action item)

Meeting Notes

- 1 8:59 AM Moser called the meeting to order and reviewed there is no indigent business and the 10:30 a.m. BOE is cancelled as no one applied.
- 2 No business.
- 3 8:59 AM Assistant Planning Director Tristan Bourquin, Planner Alisse Foster, and Josh Ellis appeared. Bourquin reported there are a handful of permits that could have the same issue. Hough reviewed at time of application there was ambiguity between the offices on interpretations of open space, decisions that were made that were not communicated properly throughout all applications at that point in time. In going back and reviewing Mr. Ellis's file and some notes in the file, the appeal and request are understandable. Hough moved to approve the request by Josh Ellis to submit a new subdivision application starting at the predevelopment (amended below) with the open space to be with the individual lots; all other ordinance requirements must be met; and amend the original decision to allow open space within the individual lots when one of the following conditions have been met: 1) the concept plan application was submitted prior to April 21, 2022, and/or Planning and Development staff have made a written decision of approval proposing open space within the individual lots or parcels as part of the subdivision application with the written decision prior to April 21, 2022; and that this decision is based on the ambiguity surrounding the previous open space discussion.

Discussion ensued on the process going forward, timelines, cost, notification, and roads. Dixon expressed frustration on making someone go through every step and process again. 9:06 AM Changes made to lots were reviewed based off county staff suggestions. The application history, condensing time, fees, public hearings, open space conflicts, and timelines were reviewed. 9:15 AM Trammell reported that following ordinance requires another public hearing and comments if there is more than a 10% change, but he will research to see if there is another way. Hough amended his motion to waive fees going forward and start at concept or legal recommendation. The motion passed.
- 4 9:17 AM Moser reviewed the resolutions. Hough moved to approve Resolution Nos. 2024-1, 2, 3, and 4. The motion passed.
- 5 9:19 AM Hough moved to approve the tax cancellation requests. The motion passed.
9:20 AM Moser reviewed the policy change. Hough moved to approve the change in the accounting policy for the Event Center regarding alcohol. The motion passed.
- 6 There were no consent agenda items.
- 7 9:21 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(f) to communicate with legal counsel. The motion passed by roll call vote. Kiel Burmester appeared.
9:38 AM Hough moved to exit executive session. The motion passed.
- 8 Cancelled.
- 9 10:59 AM Moser called the meeting to order. Management Assistant Kristi Davenport, Chief Deputy Treasurer Misty Katsilometes and Deputy Treasurer Katy Valentine were present.

11:00 AM David and Debby Dix - Parcel RPRPLES008100

David Dix appeared and shared his wife was previously in the hospital. He thought he filled out circuit breaker application and they are on a fixed income. Dix requested help or relief for the 2023 taxes. Moser relayed it is tough giving people breaks as it falls to all the others. The history was reviewed and this is the first time he has ever been in. Katsilometes reported they have had the circuit breaker since 2014 and have always paid the remaining landfill fee on time, every year. Hough moved, given the circumstances and history, to waive the outstanding taxes except for the landfill fee. The motion passed.

11:05 AM Brian Murdock (Garbri LLC) - Parcel RPR3803015900

Brian Murdock appeared and disclosed the Board helped him a few years ago and he has been three years delinquent ever since he bought the house. He shared some medical issues and that he has not been

working. He hopes to avoid further fees and will get back to work. Moser pointed out the speech from the previous application. The records show a break was given in 2008 and 2022, wherein all the 2018 taxes were cancelled. He explained that giving a break multiple times makes it hard to forgive. Katsilometes reported that tax deed is starting today and fees will be added. The payment history was reviewed and he currently owes \$2,639.73 for all four years. Murdock thinks he can get it caught up this year, possibly by July, and wants to avoid the additional costs. Katsilometes reiterated the 2020 taxes of \$625.83 plus tax deed fees of over \$200 will need to be paid by May to avoid tax deed. Hough moved to grant until May 1 to pay the 2020 taxes and fee waivers will be considered at another meeting after payment, and that tax deed process will begin. The motion passed.

Loni Jenkins - Parcel RPRPPFV010600

Vydelia Turner Parcel RPR4223000806

11:16 AM The applicants were not present. The Board will not consider the applications without their presence. Katsilometes reported that Turner is going into tax deed. Moser moved to leave Turner and Jenkins without any changes until they appear. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Ellis Estates for new subdivision application, starting at concept or legal recommendation, and amending original open space decision.	Planning/Legal
Approved Resolutions Nos. 2024-1 Approving Tax Cancellation Requests; 2024-2 Approving December 2023 Salaries; 2024-3 Approving December 2023 Alcohol Licenses; and 2024-4 Authorization to Dispose Surplus Assets/Property.	Staff/Clerk
Approved tax cancellation requests.	Assessor/Treasurer
Approved accounting policy change for Event Center.	Auditing
Approved entry/exit executive session – legal discussion.	Clerk
Approved waiving outstanding taxes for parcel RPRPLES008100 due to hardship.	Treasurer
Approved fee waiver consideration if 2020 taxes paid by May 1 for parcel RPR3803015900.	Treasurer
Tabled hardship applications for parcels RPRPPFV010600 and RPR4223000806 to await owner contact.	Treasurer/Staff



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, January 11, 2024
Commissioners present:	Ernie Moser and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Brian Trammell, and Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	<p>Claims Meeting (action item) Agenda:</p> <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 <p>Work Session (potential action items) Agenda:</p>
2	BOARD OF AMBULANCE DISTRICT Ambulance Fee Waiver Request (action item)
3	BOARD OF COUNTY COMMISSIONERS
4	<ul style="list-style-type: none"> • Event Center staff presenting contracts for approval and signature for the Donor Connect Gift of Life Walk/Run and ISU Haunted Science Laboratory (requested 10 minutes) (action items)
5	<ul style="list-style-type: none"> • Follow up discussion on Marshall Fields Subdivision Reconsideration Request (action item) • Shanda Crystal, Chief Procurement Officer, presenting a procurement update (requested 5 minutes)
6	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, seeking (1) a discussion pertaining to ARPA, and; (2) approval of unemployment billing for Fiscal Year 2023 4th Quarter ending on 12/31/23 with possible Executive Session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74 Idaho Code with potential action following adjournment of Executive Session (requested 25 minutes) (action item)

Meeting Notes

- 8:59 AM Moser called the meeting to order and shared the Marshall Fields discussion was removed. Crowder moved to approve the agenda. The motion passed. Crowder moved to approve the invoices,

Commission report and credit applications. The motion passed. Discussion ensued on interns. Crowder moved to approve salary forms. The motion passed. Crowder moved to approve the payroll report. The motion passed. Crowder moved to approve the certificates of residency. The motion passed.

- 2 9:04 AM Crowder moved to enter into the Board of Ambulance. The motion passed. Brent Faure and Pocatello Battalion Chief Shane Grow appeared. Faure reviewed the request to have a portion of the ambulance standby fee waived for the state wrestling competition on behalf of IHSA. Discussion ensued on the cost. Moser moved to waive \$1,500. The motion passed. Crowder moved to exit the Board of Ambulance. The motion passed.
- 3 9:09 AM Even Coordinator Annie Hughes and Event Manager Chaney Colter appeared with Steve Shropshire. The haunted lab event has been at the facility for four years now. Shropshire reviewed attendance. The fee would be \$250 per day and the need is for two weeks. The event demand has increased. Crowder moved to waive the fees. The motion passed.
9:13 AM Amber Davis from Donor Connect appeared and reviewed the event and promoting organ donation. Colter reviewed there is no fee for the path and they do pay for pavilion. Crowder moved to approve the request. The motion passed.
- 4 Cancelled.
- 5 9:17 AM Crystal gave an update on procurement projects.
- 6 9:24 AM Klauser reviewed the definition of “obligation” recently released from the Treasury, and that there needs to be contracts signed by 12/31/24. Projects that have been approved have to be reported by April 30. Klauser expressed concern for having contracts in place in time. Projects were reviewed and any concerns for timelines or funds. Crystal addressed Crowder’s questions on the forensic project contracts and drawings. Obtaining the price of the shell is going first to ensure we can move forward. Kendall will build out the interior and he has estimates prepared.
9:35 AM Klauser continued the list review. Crowder moved to adjust the historical bathroom funding to lighting. The motion passed.
9:46 AM Kendall explained the project he has significant work in is the forensic building. Sheriff Tony Manu and Chief Deputy Sheriff Alex Hamilton appeared. Manu reviewed the project statuses for wet cells, ADA doors, central intercom, stucco, and showers. 9:52 AM Moser moved to increase the shower project to \$30,000. The motion passed. Manu reviewed the status of the C pod showers. Klauser will update the form and clarify expenditure categories and add other projects that were requested and not approved.

10:00 AM Crowder moved to enter into executive session under Idaho Code §74-206(1)(d) to consider exempt records. The motion passed by roll call vote. 10:03 AM Crowder moved to exit executive session. The motion passed. Crowder moved to approve the billing. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda, invoices, Commission report, payroll report, salary forms, and certificates of residency.	Auditing/Clerk
Approved entry/exit Board of Ambulance and fee waiver of \$1,500 for state wrestling.	Ambulance
Approved fee waiver for haunted lab event.	Parks & Rec
Approved use of walking path for Donor Connect event.	Parks & Rec
Approved ARPA project adjustments of historical bathroom to lighting and increasing the jail shower project to \$30,000.	Auditing
Approved entry/exit of executive session – exempt records; and unemployment billing.	Clerk/Auditing