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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 Ken Bullock (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 9:00 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, February 4, 2025

9:00 AM Business Meeting (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)
- Kristi Davenport, Management Assistant, requesting approval for a cell phone stipend for Commissioner Bullock (requested 5 minutes) (action item)

RESOLUTIONS AND ORDINANCES (action items):

Resolution No. 2025-09 Tax Cancellations

Resolution No. 2025-10 Authorization to Exchange or Grant Property to Power County

LETTERS AND NOTICES (action items):

Public Notice of 45-Day Comment Period for Title III Projects

SIGNATURE ONLY (action items):

Apple Developer Program

Memorandum – Authorization to sign employee paychecks and/or approve employee timecards

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 January 16, 21, and 23, 2025, and Certification of Said Minutes


BANNOCK COUNTY COMMISSIONERS

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

ERNE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

KEN BULLOCK
 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:

Kristi Davenport

Department:

Commission

Requestor Email:

kristid@bannockcounty.us

Item(s) to be considered:

Request for a cell phone stipend for Commissioner Bullock and, if approved, to sign Memo for Auditing to approve the stipend.

Date of meeting being requested:

02/04/2025

Time requested:

5 Minutes

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

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Kristi Klauser

Jason C. Dixon
Clerk of the District Court
Ex-Officio Auditor - Recorder
Clerk to the Commissioners



Bannock County Auditing
624 Center, Room 104
Pocatello, Idaho 83201-6247
Phone (208) 236-7335

Date 2/3/2025

Department Requesting Reallocation: Commissioners

Description of Reason for Reallocation Request: It is requested to move \$320 to cover an unanticipated cell phone stipend for a commissioner. These funds will be moved from unused salary funds.

Funding option to make reallocation request described above (list accounts and amounts where funds will come from and accounts and amounts moving to).

Fiscal Year: 2025

To Line: 110105-40705 Amount: \$ 320

From Line: 110105-40200 Amount: \$ 320

Department Head/Elected Official Approval Signature: _____

Comptroller Signature: Kristi Klusek

SUBMIT TO AUDITING DEPARTMENT FOR FINANCIAL REVIEW OF CHANGES

In the Matter of APPROVING)
TAX CANCELLATION REQUESTS)

R.S. No. 2025-09
 February 4, 2025

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on January 21, 2025; 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 21, 2025, for cancellation of **market value** for the **2023** tax year.

| PARCEL NO. | OWNER | EXPLANATION | VALUE TO BE CANCELLED |
|---------------|--------------------|--|-----------------------|
| RPRPFRH003200 | Johnson, Brad H | Hex removed in 2023 | \$125,000 |
| RPRCRG2000100 | School District 25 | SD acquired Allstate building (Landfill fee) | \$150 |
| RPR4433018107 | Olson, Chancelor P | Hex not applied after 2020 split | \$53,856 |
| RPRICPI010300 | Coon, Charles E | Hex missing from dwelling | \$88,085 |

- (2) At the request of Assessor Anita Hymas, in a letter dated January 21, 2025, for cancellation of **market value** for the **2024** tax year.

| PARCEL NO. | OWNER | EXPLANATION | VALUE TO BE CANCELLED |
|----------------|----------------------|---|-----------------------|
| RPR3803008900 | Matsaw, Sammy L | Tribal Exempt | \$146,154 |
| RPR4433018107 | Olson, Chancelor P | Hex not applied after 2020 split | \$68,474 |
| RPRCRG2000100 | School District 25 | SD acquired Allstate building (Landfill fee) | \$150 |
| RPRPCPP004107 | School District 25 | Land swap now owned by SD | \$787,932 |
| RPRPPOC344500 | School District 25 | District acquired Downard property (Landfill fee) | \$150 |
| RPR4435000100 | Rencher Enterprises | Cabin double assessed. Has LRPB parcel | \$598,685 |
| RPRPTAS005000 | Neighborhood Housing | Acquisition of property (Landfill fee) | \$150 |
| RPRREQE001900 | Equestrian Estates | Common area | \$5,000 |
| MHHMH033009700 | Iverson, Kenneth O | MH poor condition - for storage | \$12,270 |
| RPR3803017604 | Cutler, Brennyn A | Tribal Exempt | \$52,261 |
| MHHMH033009700 | Morrison, Kile | MH torn down (Value) (Landfill fee) | \$4,800 \$50 |
| RPRPCPP127501 | Cole, Mary L | Home demolished | \$27,971 |

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

In The Matter of AUTHORIZATION TO)
EXCHANGE OR GRANT PROPERTY)
TO POWER COUNTY)

R.S. No 2025-10
February 4, 2025

RESOLUTION

WHEREAS, Idaho Code §§31-807 and 31-808 vest the power and authority to manage real and personal property for the benefit of the County with the Board of County Commissioners; and

WHEREAS, Idaho Code §31-829 provides that whenever any elected official has any personal property belonging to the county under his/her jurisdiction or control which, in his/her judgment, is of no further use to the county, he/she may, with the consent of the Board of County Commissioners, dispose of the property through sale or other means; and

WHEREAS, the following property is of no further use to the County:

| Quantity | Description | County Asset Number/VIN |
|----------|------------------------------------|-------------------------|
| 1 | Personally fitted bulletproof vest | |

and

WHEREAS, Power County has employed the person and has offered to purchase the fitted vest.

NOW THEREFORE, IT IS HEREBY RESOLVED that it is in the public interest that the above property be sold to Power County for cost.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

John Crowder, Member

ATTEST: _____
Jason C. Dixon, Clerk

**PUBLIC NOTICE OF
45-DAY COMMENT PERIOD
FOR TITLE III PROJECTS**

BANNOCK COUNTY BOARD OF COMMISSIONERS propose to use \$22,990.32 of Title III funding under the Secure Rural Schools and Community Self-Determination Act of 2000, as amended and reauthorized by Public Law 117-58, for Search and Rescue back country rescue equipment. The proposed equipment includes: single track litter, snow tracks for 4-wheelers for winter months, snow toboggan for patient transport in winter, vacuum mats, and a 4-wheeler. The approximate total for these items is \$26,800 and the overage will be covered by the Search and Rescue budget.

Bannock County is accepting written comments for this proposal through March 24, 2025. Requests for more information or written comments can be submitted to the Commissioners' office, 624 E. Center, Pocatello, ID 83201 or emailed to commission@bannockcounty.gov.

If any person requires special assistance or accommodation please call 208-236-7210.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chairman

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

Publication Date: February 8, 2025

**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 January 16, 21, and 13, 2025, as approved during the meeting of February 4, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

| | |
|------------------------|--|
| Date of Meeting: | Thursday, January 16, 2025 |
| Commissioners present: | Ernie Moser, Jeff Hough, and Ken Bullock |
| Clerk of the Board: | Jason C. Dixon |
| Absent Board Members: | |
| Staff present: | Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Jon Radford |

Agenda Details

| AGENDA | |
|--------|---|
| 1 | <p>Claims Meeting and Work Session (action items)</p> <p>Claims 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 Agenda:</p> |
| 2 | <p>BOARD OF AMBULANCE DISTRICT</p> <ul style="list-style-type: none"> • Signature on a fund disbursement request for Ambulance Grant number HC6141 (action item) |
| 3 | <p>BOARD OF BANNOCK COUNTY COMMISSIONERS</p> <ul style="list-style-type: none"> • Miguel Dominic, Bannock County Veterans Memorial Building, providing a Veterans Memorial Building update (requested 10 minutes) (potential action item) |
| 4 | <ul style="list-style-type: none"> • Daniel Kendall, Chief Building Officer, requesting (1) Commission direction on the Annex Storefront, and; (2) providing a monthly facilities update (requested 10 minutes) (action item) |
| 5 | <ul style="list-style-type: none"> • (AMENDED to include) Scott Crowther, Business Manager and Events Director, seeking approval and potential signature on a Master Services Agreement with carbonhouse (requested 5 minutes) (action item) |
| 6 | <ul style="list-style-type: none"> • (AMENDED to include) Adam McKinney, 911 Communications, requesting to discuss moving a repeater from Franklin County to Bannock County (requested 5 minutes) (action item) |
| 7 | <ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, seeking to discuss (1) potential signature on Change Order #1 with Pro Builders Inc.; (2) potential signature on Amendment #1 to an Independent Contractor Agreement with AverHealth, and; (3) providing a procurement update (requested 10 minutes) (action item) |
| 8 | <ul style="list-style-type: none"> • Kristi Klauser, Comptroller, regarding a closing the 4H and Ag Extension checkbooks (requested 10 minutes) (action item) |
| 9 | <p>Board of Equalization – Subroll and Occupancy (action item)</p> |

- 10 Hardship Hearing with potential Executive Session under Idaho State 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 (action item)

Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Discussion ensued on claims. Hough moved to approve the commissioners report. The motion passed. Hough reviewed the intern approval, memo for accounts payable, and check request. Moser moved to approve the documents. The motion passed. The credit application for the Coroner was pulled due to legal counsel's concern of being under the jurisdiction of an Illinois court.
- 2 9:04 AM Moser moved to enter the Board of Ambulance. The motion passed. Klauser explained the granting agency requested to send the funds up-front so that an extension would not be needed due to the large timeframes for ambulance delivery. Moser moved to authorize the Chair's signature. The motion passed. Moser moved to exit the Board of Ambulance. The motion passed.
- 3 9:06 AM Teresa Vialpando, President, was also present and reviewed events. Dominic reviewed flood and damage that happened over a weekend. The claim was denied by insurance. Discussion ensued on damage, funding, 501(c)(3) status, and potential funding.
- 4 9:24 AM Kendall gave updates on facilities and projects.
9:38 AM The Annex storefront bid did not receive any responses, and may have been over-designed. Separate smaller projects have quotes for a total around \$75,000. The project did not make the cut off for the ARPA funds, but is included in the building permit. Funding was discussed. The project should be considered for the next budget.
- 5 9:41 AM Crowther reviewed contract for website design. Moser moved to authorize the Chair's signature on the contract. The motion passed.
- 6 9:46 AM OEM Director Wes Jones was also present. McKinney reviewed a Franklin County repeater on Sedgewick needs relocated. The repeater could be moved to Bannock County's bunker. McKinney will move forward to develop MOU's for the counties.
- 7 9:53 AM Trial Court Administrator Jason Dye also appeared. Crystal reviewed a contract amendment with AverHealth that includes a cost increase and location change. Bullock moved to approve the agreement. The motion passed.
9:55 AM Crystal reviewed a change order for Pro Builders due to finding concrete that needs removed after they started digging for \$5,525. Bullock moved to approve the change order. The motion passed.
9:57 AM Crystal gave updates on procurement projects.
- 8 9:49 AM Klauser explained that Ag and 4-H run their program activity through outside check books and give quarterly reports to auditing. She recommended bringing those through Auditing to run like other departments as it is under the purview of the Clerk.
- 9 10:00 AM Bullock moved to convene as the Board of Equalization. The motion passed. Assessor Anita Hymas and Chief Deputy Assessor Randy Hobson were present. Hymas reported the BOE Subroll and Occupancy were sent out and they have received no appeals. Bullock moved to exit the Board of Equalization. The motion passed.
- 10 10:30 AM Chief Deputy Treasurer Misty Katsilometes was present. Patte Murillo appeared with her son, Patrick. Katsilometes reviewed Murillo has two properties and is requesting relief on the Johnny Creek property. The homeowner's exemption is on the other property. She is only behind on the first half of the 2024 taxes. Patrick explained his mom moved to the Johnny Creek property to care for him and he reviewed problems she has had with creditors, a perpetual loan, and bank errors costing money.

Katsilometes reported the balance of \$1,224.92 is overdue and the second half is due June 20. Murillo had the PTR on the North Crest property in 2023 but did not apply in 2024. Moser explained she has two properties and is not in a position that she will lose her home for taxes at this point. The other citizens are not responsible to pay her taxes. Bullock indicated that relief may be granted of the interest in June if payments are made. Patrick shared there are underlying property issues with a developer tax ID and the northwest pipeline. Moser moved to deny the request for relief. The motion passed.

10:44 AM Adalberto Franciso Pinto submitted a hardship application, but was unable to be present. Katsilometes reported there are four rental properties here and the owner lives in California. The Treasurer does not recommend relief as there are options, like sell one of the properties. Bullock moved to deny the request. The motion passed.

- 11** 1:31 PM Planning Director Hal Jensen and Assistant Director Tristan Bourquin were present. Moser moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. Allen exited. 3:00 PM Moser moved to exit executive session. The motion passed.

Action Item Summary

| ACTION/DIRECTION | ASSIGNED TO |
|---|----------------------|
| Approved commission report/invoices, intern form, check request, and accounts payable memo. | Auditing |
| Approved entry/exit Board of Ambulance and grant disbursement. | Ambulance/Grant Team |
| Approved contract with Carbonhouse. | Parks and Rec |
| Approved contract amendment with AverHealth and change order with Pro Builders. | Procurement |
| Outside checking accounts to be closed and ran through Auditing. | Auditing/Ag/4-H |
| Approved entry/exit BOE. | Assessor |
| Denied hardship requests from Murillo and Pinto. | Treasurer |
| Approved entry/exit executive session – personnel. | Clerk |



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

| | |
|------------------------|--|
| Date of Meeting: | Tuesday, January 21, 2025 |
| Commissioners present: | Ernie Moser, Jeff Hough, and Ken Bullock |
| Clerk of the Board: | Jason C. Dixon |
| Absent Board Members: | |
| Staff present: | Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Jon Radford |

Agenda Details

| AGENDA | |
|--------|---|
| 1 | Business Meeting (action item) 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"> Ernie Moser, Commissioner, Executive Session under Idaho Code §74-206(1)(a) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action item) |
| 4 | <ul style="list-style-type: none"> Buddy Romriell, Assistant Public Works Director, seeking to discuss employee leave without pay with potential Executive Session under Idaho Code §74-206(1)(a) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action item) |
| 5 | <ul style="list-style-type: none"> Anita Hymas, Assessor, requesting signature on two Tax Cancellation Request Letters (requested 5 minutes) (action item) |
| 6 | <ul style="list-style-type: none"> Tony Manu, Sheriff, requesting signature (1) on letter to Award Deputy Handgun and Badge upon retirement, and; (2) on the annual Agree to Provide Law Enforcement Protection – Fire and Ice Festival for the City of Lava Hot Springs Chamber of Commerce (requested 5 minutes) (action item) |
| 7 | <ul style="list-style-type: none"> Adam McKinney, Chief Technical Officer, requesting signature on a letter of delegation for Apple Inc. to create a Bannock County developer account for the app store (requested 5 minutes) (action item) |
| 8 | <ul style="list-style-type: none"> Kristi Klauser, Comptroller, regarding approval to sell bullet proof vest and ballistic panel to Power County (requested 5 minutes) (action item) |
| 9 | <ul style="list-style-type: none"> Shanda Crystal, Chief Procurement Officer, seeking (1) potential signature on a change order with Teton West; (2) signature on a Sign Up Quote for Courthouse and Election signage; (3) approval to pay an invoice for additional sewer design, and; (4) signature on proposal from Divine Window Solutions (requested 5 minutes) (action item) |
| 10 | <ul style="list-style-type: none"> Todd Mauger, Juvenile Justice, regarding (1) signature on a Site Agreement with Idaho State University, and; (2) signature on Date Use Agreement with the Urban Institute (requested 20 minutes) (action item) |
| 11 | RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2025-06 Appointing Chair of the Board of County Commissioners Resolution No. 2025-07 Authorizing the Destruction of Records Resolution No. 2025-08 Validating Garden Creek Road As A Public Right-of-Way |
| 12 | 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: Approval of Meeting Minutes for January 9, 13, and 14, 2025, and Certification of Said Minutes

Meeting Notes

- 1 8:59 AM Hough called the meeting to order and relayed that there are three executive sessions. Hough moved to enter into executive session under Idaho Code §74-206(1)(a) regarding personnel and (d) to consider exempt records. The motion passed by roll call vote.
- 2 9:07 AM Moser moved to exit executive session. The motion passed. Bullock moved to accept the agreement for case 20200214. The motion passed.
9:08 AM Community Resources and Advocacy Director Shantal Laulu presented a cremation application for case number 20250018. Moser moved to approve case 20250018. The motion passed.
- 3 9:09 AM After discussion in executive session regarding ag protection board interviews, Moser moved to extend an invitation to three persons with an offer to be on the board. The motion passed.
- 4 9:09 AM In follow-up to discussion in executive session, Romriell will prepare an approval for leave without pay for signature.
- 5 9:10 AM Chief Deputy Assessor Randy Hobson also appeared. Hymas requested tax cancellations as submitted. Bullock moved to approve the tax cancellation requests. The motion passed.
- 6 9:11 AM Chief Deputy Sheriff Alex Hamilton appeared and reviewed a request to award a service weapon to a retiring deputy. Bullock moved to approve the request. The motion passed.
9:12 AM Hamilton reviewed the Lava Hot Springs contract. Moser moved to approve the agreement. The motion passed.
- 7 9:14 AM McKinney reviewed the documentation he has submitted to Apple Inc. for a developer account in the app store. An app for the Sheriff's Office is ready to be listed. Hamilton reviewed the app provides information, alerts, sex offender registrations, jail roster, and community notifications. Bullock moved to approve signature. The motion passed.
- 8 9:20 AM Klauser reviewed that a former probation officer is now employed by Power County and it was requested to allow Power County to purchase the bullet proof vest that was fitted to the employee. Moser moved to sell the vest to Power County. The motion passed.
- 9 9:21 AM Crystal requested signature on a change order for Teton West. Bullock moved to approve the change order. The motion passed.
9:23 AM Crystal requested signature on the contract with Sign Up. PIO Emma Iannacone appeared. Discussion ensued on ADA signage. Iannacone is working with the marshals for the signage needed. Moser moved for the Chair to sign the agreement. The motion passed.
9:28 AM Crystal reviewed an additional invoice for the YDC sewer, which will be coded for Thursday.
9:29 AM Crystal reviewed a final invoice for security film from Divine Windows that will require an electronic signature. Moser moved to approve the agreement with Divine Window and authorize Shanda to sign electronically. The motion passed.
- 10 9:31 AM Juvenile Probation Director Matt Olsen also appeared. Mauger reviewed site agreement for AmeriCorps. Hough moved to approve the site agreement. The motion passed.

9:32 AM Mauger explained that Urban Institute requested to evaluate the juvenile programs here and document procedures. Bullock moved to approve the study with Urban Institute. The motion passed.

- 11 9:40 AM Hough reviewed the resolutions. Moser moved to approve Resolutions 2025-06, 07, and 08. The motion passed.
- 12 The consent agenda included salary forms and minutes. Hough moved to approve the salary form. The motion passed. Bullock moved to approve the minutes. The motion passed.

Action Item Summary

| ACTION/DIRECTION | ASSIGNED TO |
|--|-----------------------------------|
| Approved entry/exit executive sessions – personnel and exempt records. | Clerk |
| Approved subordination agreement for case number 20200214 and cremation assistance for 20250018. | Indigent |
| Approved three people for appointment to ag probation board. | Commission |
| Prepare leave without pay approval. | Public Works |
| Approved tax cancellation requests. | Assessor/Treasurer/ Resolution |
| Approved awarding service weapon to deputy and agreement for Lava Hot Springs event. | Sheriff |
| Approved letter of delegation for Apple Inc. | IT |
| Approved sale of bulletproof vest to Power County. | Auditing/Resolution |
| Approved Teton West change order; agreement with Sign Up; and agreement with Divine Window. | Procurement |
| Approved site agreement for AmeriCorps and Urban Institute evaluation. | Juvenile |
| Approved Resolutions 2025-06 Appointing Chair of the Board of County Commissioners; 2025-07 Authorizing the Destruction of Records; and 2025-08 Validating Garden Creek Road As A Public Right-of-Way. | Clerk |
| Approved salary form and minutes. | Auditing/Clerk/Resolution |



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

| | |
|------------------------|---|
| Date of Meeting: | Thursday, January 23, 2025 |
| Commissioners present: | Ernie Moser, Jeff Hough, and Ken Bullock |
| Clerk of the Board: | Jason C. Dixon |
| Absent Board Members: | |
| Staff present: | Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Jon Radford, and Attorney Matthew Phillips |

Agenda Details

| AGENDA | |
|--------|---|
| 1 | <p>Claims Meeting and Work Session (action items)</p> <p>Claims 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 Agenda:</p> |
| 2 | <p>BOARD OF AMBULANCE DISTRICT</p> <ul style="list-style-type: none"> • Shane Grow, Assistant Chief – Pocatello Fire Department, regarding approval of and signature on Request for Ambulance Standby Fee Waiver (requested 5 minutes) (action item) |
| 3 | <p>BOARD OF COUNTY COMMISSIONERS</p> <ul style="list-style-type: none"> • Maggie Mann, Southeast Idaho Public Health, presenting a quarterly update |
| 4 | <ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, seeking approval of and potential signature on (1) contract for Gift of Life walk/run; (2) contract for ISU Haunted Science Library, and; (3) Rental Agreement for Pocatello Downs (requested 10 minutes) (action item) |
| 5 | <ul style="list-style-type: none"> • Jared Marchand, Courts, requesting use of opioid funds for Bannock County employee training (requested 5 minutes) (action item) |
| 6 | <ul style="list-style-type: none"> • Seth Scott, Juvenile Detention, seeking approval of and signature on the Contract for Services between Robobem PREA Auditing, LLC (requested 5 minutes) (action item) |
| 7 | <ul style="list-style-type: none"> • Ken Bullock, Commissioner, requesting use of personal vehicle for travel to the IAC 2025 Legislative Conference in Boise. All motor pool vehicles have been reserved for that week. (requested 5 minutes) (action item) |
| 8 | <ul style="list-style-type: none"> • Kristi Davenport, Management Assistant, seeking to discuss outstanding invoices for the public defender’s copier and either termination of the agreement or transfer the copier to another department (requested 5 minutes) (action item) |
| 9 | <ul style="list-style-type: none"> • Janae Penrod, Code Enforcement, regarding a discussion pertaining to waiving building permit fee; working toward a solution for code violation (requested 10 minutes) (action item) |

| | |
|----|---|
| 10 | <ul style="list-style-type: none"> • Kristi Klauser, Comptroller, requesting to discuss Title III Secure Rural Schools funds and the process required to use those funds (requested 10 minutes) (action item) |
| 11 | <ul style="list-style-type: none"> • Matthew K. Phillips, Human Resources and Risk Management Director, requesting to create a New Leader Orientation course (requested 10 minutes) (action item) |
| 12 | <ul style="list-style-type: none"> • (AMENDED to include) Jason Dye, Trial Court Administrator, seeking to discuss an order by the Sixth Judicial District Court to Appoint Public Defender for Termination of Parental Rights (requested 10 minutes) (action item) |
| 13 | <ul style="list-style-type: none"> • (AMENDED to include) Sign Leave without Pay as accepted in the meeting on January 21, 2025 (action item) |
| 14 | <p>Elected Officials Meeting (potential action items)</p> <p>Agenda:</p> <ul style="list-style-type: none"> • Adam McKinney, Chief Technology Officer, discussing Cybersecurity and AI • Kristi Klauser, Comptroller, to discuss PERSI • Matthew K. Phillips, Human Resources and Risk Management Director, to discuss partnership with Healthy City USA for Employee Wellness opportunities • Memos for unpaid leave • General Discussion |

Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Bullock moved to approve the report and invoices. The motion passed. Moser moved to approve the payroll report. The motion passed.
- 2 9:38 AM Moser moved to enter into the Board of Ambulance. The motion passed. Athletic Director Travis Bell also appeared. Grow reviewed the request for a fee waiver for the state high school wrestling championship. The cost would be \$3,230 for 19 hours and will not be a burden to the current budget. Bullock moved to approve the waiver. The motion passed. Bullock moved to adjourn out of the Ambulance District. The motion passed.
- 3 9:02 AM Ken Keller, Environmental Health Director, also appeared and reviewed issues with the Moonlight Mountain Recovery residential treatment facility's wastewater system that failed that has required difficult engineering; and a gas station temporary closure due to mold from leaks at the soda machine and asbestos replacement.
- 4 9:11 AM Amber Davis appeared and reviewed the Donor Connect event. Crowther reviewed the property usage and request for a fee waiver for a pavilion. Moser moved to approve the contract. The motion passed.
9:16 AM Professor Steve Shropshire appeared. Crowther reviewed the previous events. Shropshire reviewed the event and time request. Discussion ensued on a safety plan. Bullock moved to approve the contract with an approved safety plan. The motion passed.
9:27 AM LuKrena Schoonover, President of Pocatello Downs, appeared. Crowther reviewed previous contract changes. Radford pointed out attorney fees in contracts. Moser moved to approve the contract with Pocatello Downs. The motion passed.
- 5 9:41 AM Marchand requested to use opioid funds to send staff to drug court training. Hough moved to approve the request. The motion passed.
- 6 9:45 AM Scott requested approval of contract for PREA audit. Bullock moved to approve the contract. The motion passed.
- 7 10:30 AM Discussion ensued on the policy for one-way mileage. Bullock indicated there were no vehicles available. Hough moved to authorize round-trip mileage if there are no vehicles available. The motion passed.

- 8 10:21 AM Davenport reported the public defenders Ricoh copier contract could not transfer to the state. Payments have not made and now include late charges. The copier has not been used since September. Discussion ensued on options for buyout, returning the copier, department transfer, and requesting to terminate the agreement. Bullock moved to bring the bill current and negotiate toward termination. The motion passed.
- 9 9:46 AM Planning and Development Director Hal Jensen was also present. Penrod reported on a code violation where the owner is unable to pay for the permit to come into compliance and questioned if the Board would consider a waiver. Moser opposed rewarding someone with a waiver after not following the law. The permit is for a pole barn for hay storage, likely under 200 square feet. A work session will be scheduled.
- 10 10:04 AM Sheriff Tony Manu, Chief Deputy Sheriff Alex Hamilton, and Lt. Nick Zweigart were present. Klausner reviewed the Title III funds allocation. Discussion ensued on a back-country group of volunteers with Search and Rescue and needs for back-country rescues. To utilize the funds, a notice needs published allowing for 45 days for comment. Bullock moved to move forward with publication. The motion passed.
- 11 9:58 AM Phillips reviewed a proposal to develop new leader training with suggested topics.
- 12 10:15 AM Dye reviewed a recent order with an interpretation that the public defender act does not cover private terminations with assignment of a state public defender. Bonneville County just had arguments in a similar case. Radford will review the order.
- 13 10:30 AM Moser moved to approve leave without pay. The motion passed.
- 14 10:42 AM Those in attendance included Prosecutor Ian Johnson, Sheriff Tony Manu, Treasurer Jennifer Clark, Coroner Torey Danner, and Assessor Anita Hymas (11:02 am). McKinney reviewed cyber threats, secured network, future plans, and AI policy development.
10:58 AM Klausner reported issues with PERSI retirement and individuals coming back. The Board approves unpaid leave after 30 days.
11:01 AM Phillips shared work is being done on an orientation for new leaders. A team is developing a safety plan to help reduce worker's compensation claims.
11:13 AM Discussion ensued on washing dishes in bathroom sinks, Chambers relocation, training room, and potential change to PTO.

Action Item Summary

| ACTION/DIRECTION | ASSIGNED TO |
|---|-------------------------|
| Approved Commission report, invoices, and payroll report. | Auditing |
| Approved entry/exit Board of Ambulance and fee waiver for state wrestling tournament. | Ambulance |
| Approved contracts for Donor Connect, ISU Physics, and Pocatello Downs. | Parks and Rec |
| Approved drug court staff training with opioid funds. | Courts |
| Approved contract with Robobem PREA Auditing. | Juvenile |
| Approved round-trip mileage for personal vehicle. | Commission |
| Approved copier bill payment and negotiate for termination of contract. | Commission |
| Schedule work session for building permit/code enforcement issue. | Commission/Planning |
| Approved publication for Title III funds. | Clerk/Search and Rescue |
| Approved leave without pay. | HR/Auditing |