



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 Lauulu 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

In The Matter of APPOINTING CHAIR)
OF THE BOARD OF COUNTY COMMISSIONERS)

R.S. No 2025-06
January 21, 2025

RESOLUTION

WHEREAS, Ernie Moser, Jeff Hough, and Ken Bullock have been elected and sworn in as County Commissioners for Bannock County; and

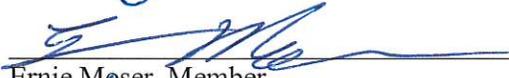
WHEREAS, Idaho Code §31-705 provides that the Board must elect a chair at their first regular meeting on the second Monday of January after the election;

NOW THEREFORE, BE IT RESOLVED that Commissioner Jeff Hough is hereby appointed as the chair of the Board.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk

RESOLUTION

WHEREAS, Idaho Code §31-871 requires the Board of County Commissioners to authorize destruction of records that are not required as permanent records and that have met the minimum retention period provided by the retention schedules and are no longer required by law or for county business; and

WHEREAS, the Sheriff has requested destruction of records that have exceeded their minimum retention according to the retention schedule, or have been scanned and saved to a permanent location; and

WHEREAS, Prosecutor files were digitized by Integra, now doing business as Daida, and are requested for destruction; and

WHEREAS, Idaho Code §31-871(2) states records may only be destroyed by resolution of the Board of County Commissioners after regular audit and upon the advice of the prosecuting attorney;

NOW, THEREFORE, BE IT RESOLVED that the Sheriff is authorized to destruct the original paper records listed below:

- 15 boxes of civil records containing service sheets from 2024
- 20 boxes of booking records from 2024
- 15 boxes of temporary inmate records

and that the Prosecutor paper files in the possession of Daida be destructed, and that such destruction occur under the supervision of the Bannock County Clerk.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk

In the Matter of VALIDATING)
GARDEN CREEK ROAD)
AS A PUBLIC RIGHT-OF-WAY)

R.S. No. 2025-08
January 21, 2025

RESOLUTION

WHEREAS, a public hearing was held on January 14, 2025, at the hour of 11 a.m. in the chambers of the Bannock County Commissioners to consider the matter of validating Garden Creek Road.

WHEREAS, the Board, having considered all evidence presented and public comments at the hearing, hereby makes the following findings and conclusions:

APPLICABLE LAW

1. Bannock County Commissioners are authorized by Idaho Code Title 40, Chapter 2 to validate a highway or public right-of-way as public or declare it not to be public.
2. Notification to the public, adjacent landowners, and operators of underground facilities must be made according to Idaho Code §40-203.
3. Upon completion of the proceedings, the commissioners shall determine whether validation of the highway or public right-of-way is in the public interest and shall enter an order validating the highway or public right-of-way as public or declaring it not to be public. Idaho Code §40-203A(3).

FINDINGS OF FACT

1. The Board, upon the advice of legal counsel, initiated validation proceedings for Garden Creek Road pursuant to Idaho Code §40-203A(1)(a), in that doubt existed as to the legal establishment or evidence of establishment of the public right-of-way.
2. The location of the right-of-way is within and under the jurisdiction of Bannock County, Idaho.
3. Notification of the public hearing to adjoining property owners and underground utilities was made via certified mail, and the public hearing notice was published on December 14 and 28, 2024, and January 4, 2025.
4. The public hearing was held on January 14, 2025.
5. Public Works finds maintenance records began in the 1940's, with the last 20 years having expended \$586,278 in public funds.
6. Garden Creek Road has been a designated snowmobile trail for many years.
7. Garden Creek Road has been on the County Road Map since at least 1958.

CONCLUSIONS OF LAW

Validation of Garden Creek Road as a public right-of-way is in the public interest, pursuant to Idaho Code §40-203A(3).

ORDER

NOW, THEREFORE, BE IT RESOLVED, based on the foregoing Findings of Fact and Conclusions of Law, pursuant to Idaho Code Title 40, Chapter 2, that Garden Creek Road is validated as a public right-of-way.

****Appeal Rights****

Pursuant to Idaho Code § 40-203A(4), any resident or property holder within a county or highway district system, include the state of Idaho or any of its subdivisions, or any agency of the federal government, may appeal to the district court of the county in which the highway or public right-of-way is located pursuant to section 40-208, Idaho Code.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair

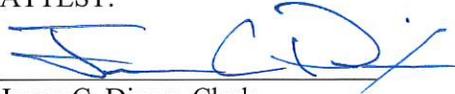


Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk

**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 9, 13, and 14, 2025, as approved during the meeting of January 21, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS

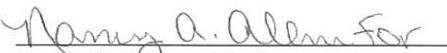


Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk