



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, February 11, 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	
	<p>Business Meeting (action items) BOARD OF COMMISSIONERS Agenda:</p>
1	<ul style="list-style-type: none"> Scott Crowther, Business Manager and Event Director, seeking signature on a Sponsorship Agreement with potential Executive Session under Idaho Code §74-206(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations; (action item)
2	<ul style="list-style-type: none"> Shanda Crystal, Chief Procurement Officer, requesting to discuss a recommendation to award the County Bulk Fuel Invitation to Bid (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Discussion pertaining to McCammon Cemetery
4	<p>RESOLUTIONS AND ORDINANCES (action items): Resolution 2025-11 Approving January 2025 Alcohol Licenses Resolution 2025-12 Approving January 2025 Salaries Resolution 2025-13 Authorization and Order to Reallocate Funds</p>
5	<p>LETTERS AND NOTICES (action items): Letter Upholding Transfer of Development Rights</p>
6	<p>SIGNATURE ONLY (action items): Commissioners' Proceedings for January 2025 License Agreement School District 25</p>
7	<p>CONSENT AGENDA (action items):</p> <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 31 and February 4, 2025, and Certification of Said Minutes

Meeting Notes

- 1 9:00 AM Hough called the meeting to order. Hough moved to enter into executive session under Idaho Code §74-206(e). The motion passed by roll call vote. 9:08 AM Hough moved to exit executive session. The motion passed. Moser moved to sign the Toyota agreement. The motion passed.
- 2 9:08 AM Crystal recommended awarding the bulk fuel bid to Conrad and Bischoff. Bullock moved to award the bid. The motion passed.
- 3 9:10 AM Hough explained receipt of a letter from the Mayor of McCammon regarding the cemetery district. Bullock shared he recently experienced dealing with the board twice. Two board members have passed away and the chair is the only one left. Discussion ensued on budgets, offering assistance, complaints, non-compliance, election, and the State Tax Commission. Bullock and Dixon will work with the district after inquiring of the requirements from the State Tax Commission.
- 4 9:18 AM Hough reviewed the resolutions. Moser moved to approve Resolution Numbers 2025-11, 12, and 13. The motion passed.
- 5 9:18 AM Moser moved to approve the letters to uphold the transfer of development rights and deny the reconsideration requests. The motion passed.
- 6 9:19 AM Bullock moved to approve the Commissioners' Proceedings for January 2025 and License Agreement School District 25. The motion passed.
- 7 9:20 AM The consent agenda included certificate of residency and minutes. Bullock moved to approve the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit executive session and Toyota agreement.	Parks and Rec
Awarded bulk fuel bid to Conrad and Bischoff.	Procurement
Approved Resolutions 2025-11 Approving January 2025 Alcohol Licenses, 2025-12 Approving January 2025 Salaries, and 2025-13 Authorization and Order to Reallocate Funds.	Clerk
Approved signature on letters to deny reconsideration of TDR approval.	Commission
Approved Commissioners' Proceedings and License Agreement School District 25.	Clerk/Elections
Approved consent agenda.	Clerk

In the Matter of APPROVING)
JANUARY 2025 ALCOHOL LICENSES)

R.S. No. 2025-11
February 11, 2025

RESOLUTION

WHEREAS, in the month of January 2025, the following have applied for the following licenses and have been issued permits by the District Health Department and do not have any disqualifications;

NOW, THEREFORE, BE IT RESOLVED that the following applications for licenses/permits be approved.

DATE APPROVED	LIC #	TOTAL	OWNER/APPLICANT	DBA/Event
01/31/2025	ABW2025-002	\$20.00	Janet Mancilla	Family Party

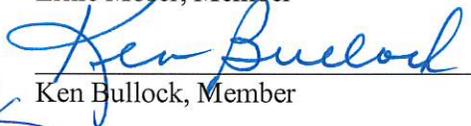
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk

RESOLUTION

WHEREAS, salary approval forms, for the month of January 2025, have been submitted for approval by the Board of County Commissioners;

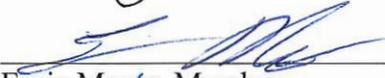
NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

Date Approved	Name – Reason for Change Department – Position	Salary & Effective Date
01/02/2025	Ward Bowman – Part-time OVW Grant – Part-time High Risk Probation Officer	\$22.54/hr 01/06/2025
01/07/2025	Rebecca Green – Replacing Diane Zitterkopf Clerk of the Court – Sr. Administrative Assistant/Courts	\$17.20/hr 01/13/2025
01/07/2025	Aimee Holder – Replacing Michael Coito Sheriff – Deputy Criminal Division	\$26.35/hr 01/25/2025
01/07/2025	Nevaeh Christensen – Replacing Jennefer Shepherd District Court – Judicial Enforcement Officer	\$18.41/hr 01/13/2025
01/09/2025	Brian Hansen – Completed Introductory Period Jail – Deputy Detention Division	\$23.52/hr 02/05/2025
01/09/2025	Scott Pearson – Replacing Matthew Glover Prosecutor – Sr. Deputy Prosecuting Attorney	\$3,679.20/biweekly 01/27/2025
01/14/2025	Monte Steele – Training Noxious Weed – Noxious Weed Control Operator (temp)	\$17.05/hr 01/08/2025
01/21/2025	Idalis Yazzie – Replacing Nevaeh Christensen Clerk of the District Court – Sr. Administrative Assistant – Deputy Clerk Courts	\$17.20/hr 01/27/2025
01/31/2025	Stefanee Welker – Replacing Jenny Clough Adult Probation & Pretrial – PT Administrative Assistant	\$16.07/hr 02/10/2025
01/31/2025	Christine Pethel – Replacing Jadrienne Stalder Prosecutor – Sr. Administrative Assistant	\$17.20/hr 02/10/2025
01/31/2025	Hayden Klauser – Replacing Conrad Glodo Jail – Deputy Detention Division	\$23.52/hr 02/10/2025
01/31/2025	Madison Silcock – Replacing April Scism Sheriff – Communication Specialist	\$23.00/hr 02/10/2025

BOARD OF BANNOCK COUNTY COMMISSIONERS



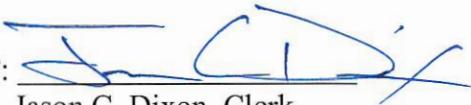
Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 
Jason C. Dixon, Clerk

RESOLUTION

WHEREAS, a request was considered to reallocate funds to cover a cell phone stipend not originally budgeted for; and

WHEREAS, Idaho Code §31-1508 permits reallocation of money that has become inoperative for the purpose for which the fund was created; and

WHEREAS, this reallocation will not impact the budget negatively;

NOW THEREFORE, BE IT RESOLVED that the Auditor's Office is hereby authorized and ordered to reallocate funds in the following budget lines:

Fiscal Year 2025:

To Line: 110105-40705
From Line: 110105-40200

Amount: \$ 320
Amount: \$ 320

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk

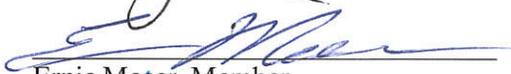
**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTE CERTIFICATION**

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 31 and February 4, 2025, as approved during the meeting of February 11, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk