



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, March 4, 2025
Commissioners present:	Ernie Moser and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, HR Director Matt Phillips, and Attorney Jon Radford

## Agenda Details

AGENDA	
	<b>Business Meeting (action items)</b>
	<b>Agenda:</b>
1	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Todd Mauger, Juvenile Justice, seeking approval of and signature on Service Contract Agreement with the International Institute for Restorative Practices Graduate (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Nancy Allen, Clerk, requesting approval to apply for the Idaho Office of Drug Policy Grant for Families in Action (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Shanda Crystal, Chief Procurement Officer, request to discuss (1) potential signature on a contract with Conrad &amp; Bischoff, (2) potential signature on change order with CM Company, and; (3) potential signature on change order with Headwaters (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Tristan Bourquin, Planning and Development, regarding preliminary conversations for impact area negotiations (requested 10 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Discussion about funding for Commission Chambers remodel (requested 5 minutes) (action item)</li> </ul>
7	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution No. 2025-16 Establishing and Appointing Ag Protection Area Commissioners Resolution No. 2025-17 Approving February 2025 Alcohol Licenses Resolution No. 2025-18 Approving February 2025 Salaries
8	<b>LETTERS AND NOTICES (action items):</b> Public Hearing Notice
9	<b>SIGNATURE ONLY (action items):</b> Tax Cancellation Requests
10	<b>CONSENT AGENDA (action items):</b> <ul style="list-style-type: none"> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Technology Forms</li> <li>Minutes: Approval of Meeting Minutes for February 13, 18, 20, and 25, 2025 and Certification of Said Minutes</li> </ul>

## Meeting Notes

- 1 9:00 AM Moser called the meeting to order. Moser moved to enter into executive session under Idaho Code §74-206(1)(d) to consider records exempt from public disclosure. The motion passed by roll call vote. 9:08 AM Moser moved to exit executive session. The motion passed. Community Resources and Advocacy Director Shantal Lauulu presented case number 20250026. Moser moved to approve case 20250026. The motion passed.
- 2 9:09 AM Mauger reviewed the contract for restorative justice that will be paid from a grant. Discussion ensued on litigation and risk. Bullock moved to approve the contract. The motion passed.
- 3 9:12 AM Mauger reviewed the grant program. Bullock moved to approve applying for the grant. The motion passed.
- 4 9:13 AM Crystal reviewed a contract for fuel from Conrad and Bischoff. Bullock moved to approve the contract. The motion passed.  
9:16 AM Crystal reviewed a change order with CM Company for the 6<sup>th</sup> Street project. Bullock moved to approve the change order. The motion passed.  
9:21 AM Crystal reviewed a change order with Headwaters Construction for the YDC building. Bullock moved to approve the contract. The motion passed.
- 5 9:22 AM Planning Director Hal Jensen also appeared. Bourquin reviewed statute for ACI's. Discussion ensued on how Planning can help. Discussions will be had with the cities.
- 6 9:35 AM Klauser reviewed the meeting chambers remodel will be about \$35,000 more than planned. Funding sources included unused personnel funds, potential litigation, or grant match. A resolution will be drafted to reallocated funds from personnel.
- 7 9:44 AM Moser moved to approve Resolutions 2025-16, 17, and 18. The motion passed.
- 8 9:45 AM Moser moved to approve the public hearing notice for publication. The motion passed.
- 9 9:45 AM Bullock moved to approve the tax cancellation requests. The motion passed.
- 10 The consent agenda included a certificate of residency denial, salary forms, and minutes. Moser moved to approve the consent agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit executive session – exempt records; and cremation assistance for case 20250026.	Clerk/Indigent
Approved contract with International Institute for Restorative Practices.	Juvenile
Approved applying for Idaho Office of Drug Policy Grant.	Juvenile/Grant Team
Approved contracts with Conrad & Bischoff for fuel bid; CM Company for change order; and Headwaters for change order.	Procurement
Set up ACI discussions with cities.	Planning/Commission
Reallocate funds from personnel for chamber remodel.	Resolution
Approved Resolutions 2025-16 Establishing and Appointing Ag Protection Area Commissioners; 2025-17 Approving February 2025 Alcohol Licenses; and 2025-18 Approving February 2025 Salaries.	Clerk
Approved publication notice for public hearing regarding the comp plan and erosion ordinance.	Clerk
Approved tax cancellations.	Assessor/Treasurer/ Resolution
Approved consent agenda.	Clerk/Auditing/Resolution

In the Matter of ESTABLISHING AND )  
APPOINTING AGRICULTURAL )  
PROTECTION AREA COMMISSIONERS )

R.S. No. 2025-16  
March 4, 2025

**RESOLUTION**

WHEREAS, pursuant to Idaho Code §67-9704. AGRICULTURAL PROTECTION AREAS, Bannock County Commissioners must establish by resolution or ordinance an agricultural protection area commission; and

WHEREAS, Idaho Code §67-9705. AGRICULTURAL PROTECTION AREA COMMISSION mandates the Board to appoint at least three (3) and no more than five (5) members actively employed by or supporting production agriculture in the county to serve as the agricultural protection area commission for the County and further mandates the terms of the commissioners be no less than three (3) years or more than six (6) years; and

WHEREAS, the duties of the Agricultural Protection Area (APA) Commission are spelled out in the above code section; and

WHEREAS, interviews were conducted and the following individuals have agreed to serve on the APA Commission:

Wade Egan  
Matthew Henderson  
Justin Casperson

NOW THEREFORE, BE IT RESOLVED that the above individuals are hereby appointed as commissioners of the Agricultural Protection Area Commission.

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
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Jeff Hough, Chair

  
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Ernie Moser, Member

  
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Ken Bullock, Member

ATTEST:   
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Jason C. Dixon, Clerk

In the Matter of APPROVING )  
FEBRUARY 2025 ALCOHOL LICENSES )

R.S. No. 2025-17  
March 4, 2025

**RESOLUTION**

WHEREAS, in the month of February 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;

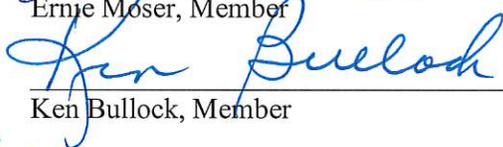
NOW, THEREFORE, BE IT RESOLVED that the following applications for licenses/permits be approved.

<b>DATE APPROVED</b>	<b>LIC #</b>	<b>TOTAL</b>	<b>OWNER/ APPLICANT</b>	<b>DBA/Event</b>
02/06/2025	ABT2025-001	\$20.00	Twisted Veterans Enterprise Inc	Club Charleys
02/18/2025	ABW2025-003	\$20.00	June Szelmeczka	Szelmeczka Anniversary
02/18/2025	ABT2025-002	\$20.00	Two for Me LLC	Barricade
02/27/2025	ABL2025-001	\$187.50	Two for Me LLC	Barricade

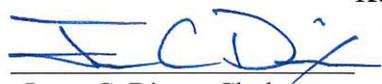
BOARD OF BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
Jeff Hough, Chairman

  
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Ernie Moser, Member

  
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Ken Bullock, Member

ATTEST:

  
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Jason C. Dixon, Clerk

**RESOLUTION**

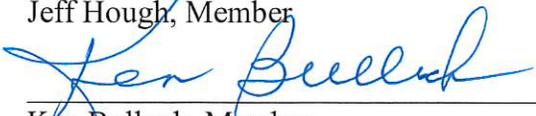
WHEREAS, salary approval forms, for the month of February 2025, have been submitted for approval by the Board of County Commissioners;

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

<b>Date Approved</b>	<b>Name – Reason for Change Department – Position</b>	<b>Salary &amp; Effective Date</b>
02/04/2025	Gentry Geary – Robert Robinson Jail – Deputy Detention Division	\$23.00/hr 02/18/2025
02/04/2025	Christina Jensen – Quincy Ulrich Prosecutor – Sr. Administrative Assistant	\$17.20/hr 02/18/2025
02/06/2025	Melanie McBee – Temp Solid Waste – Seasonal Scale Attendant	\$15.60/hr 03/10/2025
02/20/2025	Brian Nicholson – Replacing Ryan Grayson Adult Probation & Pretrial–Section Supervisor Probation Officer	\$29.53/hr 03/03/2025
02/20/2025	Madisen Fisher – Replacing Kailee Campbell Clerk of the District Court – PT Sr. Admin Assistant Courts	\$17.20/hr 02/24/2025
02/20/2025	Joanne Agnelli – Replacing Teri Johnson AG Extension – Sr. Admin Assistant	\$17.20/hr 03/10/2025
02/27/2025	Alan Boehme – Replacing Brian Trammell Prosecutor – Sr. Assistant Chief Deputy	\$4,204/biweekly 03/10/2025
02/27/2025	Maritza Rodriguez – extension of internship Public Information Office – Web Design Intern	\$7.25/hr 03/03/2025
02/27/2025	Daniel Becerra – Replacing Aren Manu Event Center – Assistant Parks Coordinator	\$19.68/hr 03/10/2025
02/27/2025	Chase Hocking – Replacing Maxwell Bray Event Center – Assistant Parks Coordinator	\$19.68/hr 03/10/2025
02/27/2025	Michael Jons – Replacing Jon Everson Sheriff – Sergeant Criminal Division	\$35.28/hr 03/08/2025

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chairman

Jeff Hough, Member  
  
Ken Bullock, Member

ATTEST:   
Jason C. Dixon, Clerk

**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTES 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 February 13, 18, 20, and 25, 2025, as approved during the meeting of March 4, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
Jeff Hough, Chair

  
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Ernie Moser, Member

  
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Ken Bullock, Member

ATTEST:

  
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Jason C. Dixon, Clerk