



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

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| Date of Meeting: | Tuesday, March 18, 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 HR Director Matt Phillips |

Agenda Details

| AGENDA | |
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| | Business Meeting (action items) |
| | Agenda: |
| 1 | <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) |
| 2 | <ul style="list-style-type: none"> Charity Staggs, SICO, requesting reimbursement for Lava Ranches Phase 1 (requested 5 minutes) (action item) |
| 3 | <ul style="list-style-type: none"> Todd Mauger, Juvenile Justice, seeking approval to submit the Idaho Office of Drug Policy 2026: SUPTRIS Grant (requested 5 minutes) (action item) |
| 4 | <ul style="list-style-type: none"> Daniel Kendall, Chief Building Officer, providing a monthly facilities update |
| 5 | <ul style="list-style-type: none"> Dillon Evans, Solid Waste, regarding approval of and potential signature on a Environmental Services Agreement with Clean Harbors (requested 5 minutes) (action item) |
| 6 | <ul style="list-style-type: none"> Kiel Burmester, Public Works, approve the Implementation of weights limits for spring breakup season on county-maintained asphalt roads (requested 5 minutes) (action item) |
| 7 | <ul style="list-style-type: none"> Kim Talbot, DV Court, requesting signature on OVW/ICJR Grant Memorandum of Understanding (requested 5 minutes) (action item) |
| 8 | <ul style="list-style-type: none"> Kristi Klauser, Auditing, requesting to (1) discuss use of Domestic Violence Administration monies for employee training, and; (2) review the FY26 Budget calendar (requested 5 minutes) (action item) |
| 9 | <ul style="list-style-type: none"> Shanda Crystal, Procurement, regarding a discussion about (1) potential signature on Change Order #2 with Teton West, and; (2) a revised process for Approved Rental Companies (requested 10 minutes) (action item) |
| 10 | <ul style="list-style-type: none"> Signature Only: Meeting Facility Use Form for Estate Planning Workshop and License Application with SD 25 for Field of Heroes (action item) |
| 11 | RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2025-22 Approving Tax Cancellation Requests Resolution No. 2025-23 Authorization to Dispose Surplus Assets/Property |
| 12 | SIGNATURE ONLY (action items): Agreement to Provide Law Enforcement Protection |
| 13 | CONSENT AGENDA (action items): <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 |

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| | <ul style="list-style-type: none"> • Alcohol Licenses and Permits • Certificate of Residency Approval • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization • Manual Checks • Technology Forms • Minutes: Approval of Meeting Minutes for March 6, 11, and 13, 2025, and Certification of Said Minutes |
| 14 | Bid Opening for Diesel Generator Invitation to Bid (action item) |
| 15 | Department Head Meeting |
| 16 | Planning Council update to the Commissioners |
| 17 | Area of City Impact Kick-off meeting (potential action items) |

Meeting Notes

- 1 9:01 AM Hough called the meeting to order. Community Resources and Advocacy Director Shantal Laulu presented applications for cremation assistance for case numbers 20250027 and 20250028, and one release of lien. Moser moved to approve case numbers 20250027 and 0028, and the release of lien. The motion passed.
- 2 9:03 AM OEM Director Wes Jones also appeared. Staggs presented reimbursement requests for review and approval to submit. Moser moved to approve the reimbursement requests. The motion passed.
- 3 9:04 AM Mauger reviewed the grant application and program. Bullock moved to approve submitting the application. The motion passed.
- 4 9:06 AM Kendall gave updates on the annex, chambers, Exhibit Hall, YDC building, boilers, 6th Street frost heaves, and metal detector.
- 5 9:17 AM Evans reviewed the master services agreement. Moser moved to approve the chair's signature on the Clean Harbors contract. The motion passed.
- 6 9:19 AM Burmester requested spring weight limits for roads. Emergency or critical services will not be limited and signage is ready. Enforcement was discussed. Hough moved to approve the weight limit request. The motion passed.
- 7 The MOU was approved as part of agenda item 8.
- 8 9:25 AM Klauser reviewed hold back and don't received indirect costs. Request to draw down for portion of costs and separate request to allow those funds be used to pay for conference. 9:26 AM Kim Talbot appeared. Talbot reviewed funding, training purpose. Moser moved to approve the funds for employee training. The MOU was discussed regarding timing, budget review and approval, late. Hough suggested an amendment to the motion to include approving the MOU. The amended motion passed. 9:33 AM Klauser reviewed the budget calendar.
- 9 9:14 AM Landfill Manager Dillon Evans, Facilities Director Dan Kendall, Public Works Director Kiel Burmester, Business Manager and Event Director Scott Crowther, and Assistant Public Works Director Buddy Romriel also appeared. Crystal reviewed the equipment rental vendor process adjustments. Bullock moved to adopt the process for rental agreements. The motion passed.

- 10 9:38 AM Management Assistant Kristi Davenport appeared and reviewed agreements for training space and Field of Heroes. Moser moved to approve agreements with the City of Chubbuck and School District 25. The motion passed.
- 11 9:41 AM Bullock moved to approve Resolutions 2025-22 and 23. The motion passed.
- 12 9:40 AM Hough moved to approve the law enforcement agreement for Pocatello Downs. The motion passed.
- 13 9:41 AM The consent agenda included invoices, Commission reports, alcohol licenses, salary forms, and certificates of residency. Bullock moved to approve the consent agenda. The motion passed.
- 14 10:01 AM Procurement Officer Shanda Crystal appeared. Hough reviewed the solicitation for the diesel generator ITB. Crystal unsealed the bids. Hough reviewed bids were received from:
Arco Electric \$107,000
Barin Group \$176, 923.28
Legacy Power \$122,380
Pro Builders \$51,775
Moser moved to accept the bids for advisement, legal review and compliance. The motion passed.
- 15 10:30 AM Department heads under the Commission were present. Discussions included budget, compensation, capital requests, SIFcare, vehicle re-bills, leave without pay, building changes, comp plan, holiday gift pay, domain sunset, and cybersecurity.
- 16 2:00 PM Zoning Planner Annie Hughes, Assistant Planning Director Tristan Bourquin, Council Member Krystal Madsen, Council Member Ed Ulrich, Council Member Chad Selleneit, Council Member Molly Dimick, Subdivision Planner Alisse Foster, and Planning Director Hal Jensen were present. Discussions included challenges with volunteer positions and topics, appreciation for staff preparation and reports, comp plan, ordinances, housing crisis, and creating new areas of impact by statute.
- 17 3:02 PM Those in attendance included Mayor Rex Nielsen, Mayor Karlene Hall, Mayor Lonnie Gunter, City of Pocatello Planning Director Brent McLane, Rodney Burch with Strategic Communities Alliance representing Lava Hot Springs, Chubbuck Interim Community Services Director Don Matson, Zoning Planner Annie Hughes, Subdivision Planner Alisse Foster, Assistant Planning Director Tristan Bourquin, and Planning Director Hal Jensen. Hough explained that last year legislature passed changes for ACI's for the size and jurisdiction. Jensen reviewed suggested items for preparation of creating an ACI. The goal is to have a public hearing with all cities the same day, potentially in August if not sooner. The cities were requested to prepare for the first individual meeting what their ACI should look like and why.

Action Item Summary

| ACTION/DIRECTION | ASSIGNED TO |
|---|-------------------------|
| Approved case numbers 20250027 and 0028, and one release of lien. | Indigent |
| Approved reimbursement requests for Lava Ranches Phase 1 to IDOL. | OEM |
| Approved application submission for SUPTRIS grant. | Juvenile/Grant Team |
| Approved contract with Clean Harbors. | Landfill |
| Approved implementing road weight limits. | Public Works/Resolution |
| Approved DV funding for training and OVW/ICJR MOU. | DV Court |
| Approved process for approved rental vendor list. | Procurement |
| Approved agreements with City of Chubbuck and School District 25 for estate planning and Field of Heroes. | Veterans |
| Approved Resolution Nos. 2025-22 Approving Tax Cancellation Requests; and 2025-23 Authorization to Dispose Surplus Assets/Property. | Clerk |
| Approved contract to provide law enforcement protection for Pocatello Downs. | Sheriff |

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| Approved invoices, Commission reports, alcohol licenses, salary forms, and certificates of residency through consent agenda. | Auditing/Clerk/Resolution |
| Accepted diesel generator installation bids for review from Arco Electric, Barin Group, Legacy Power, and Pro Builders. | Procurement |

In the Matter of APPROVING)
TAX CANCELLATION REQUESTS)

R.S. No. 2025-22
March 18, 2025

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on March 6, 2025; and

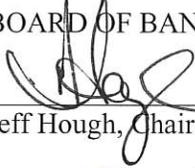
WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

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) After discussion of a hardship request on March 6, 2025, for cancellation of **tax dollars** for the **2021** tax year.

| PARCEL NO. | OWNER | EXPLANATION | VALUE TO BE CANCELLED |
|---------------|------------------------|-------------|-----------------------|
| RPRPPOC281500 | Teddy Jaramillo, et al | Hardship | \$406.00 |

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk

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 assets/property are of no further use to the County:

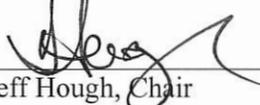
| Quantity | Description | County Asset Number/VIN |
|----------|--------------------------------|-------------------------|
| 1 | eStudio Copy Machine 656/17311 | Serial Number ZL215012 |

and

WHEREAS, it was recommended to dispose of the copy machine.

NOW THEREFORE, IT IS HEREBY RESOLVED that the above property is declared to be surplus and unrepairable and the item be disposed of properly.

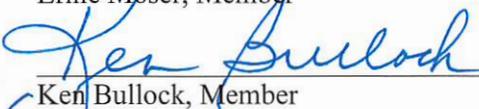
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, 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 March 6, 11, and 13, 2025, as approved during the meeting of March 18, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk