



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, April 22, 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 Matthew Phillips

Agenda Details

AGENDA	
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, SICOG, seeking approval and signature on Grant Administration Contract with SICOG for the Lava Ranches Phase 2 Project (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Wes Jones, EOC, seeking approval of and signature on a Professional Services Contract with Southeast Idaho Council of Governments (SICOG) (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Shanda Crystal, Procurement, requesting (1) potential signature on security equipment estimates with Pro Edge Technology, LLC, and M2 Automation for YDC building, (2) potential signature on Change Order #2 with Headwaters Construction, and (3) provide a procurement update (requested 15 minutes) (action item)
5	<ul style="list-style-type: none"> Annie Hughes Williams, Planning and Development, requesting approval of a blasting permit for McCallum Rock Drilling (requested 10 minutes) (action item)
6	<ul style="list-style-type: none"> Buddy Romriell, Public Works, seeking approval of and signature on an Equipment Lease Agreement with Asphalt Equipment Leasing, LLC (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> Dillon Evan, Solid Waste, requesting approval to continue the partnership with PSI for the south County free days (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> Kristi Klauser, Auditing, regarding (1) a discussion pertaining to trade of forensic pathology inventory to Ada County, and (2) providing an ARPA and PILT update (requesting 10 minutes) (action item)
9	LETTERS AND NOTICES (action items):
	Public Hearing Notice
	SIGNATURE ONLY (action items):
	Event Space Rental Agreement
	Signature on Services Agreement – 4 th Addendum
	Agreement to Provide Law Enforcement Protection
	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

Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Community Resources and Advocacy Director Shantal Lauulu presented cremation applications for case numbers 20250032 and 20250033. Moser moved to approve case number 20250032 and deny case 20250033. The motion passed.
- 2 9:00 AM OEM Director Wes Jones also appeared. Staggs presented a contract for administration of the Lava Ranches Phase 2 project. Moser moved to approve the agreement with SICOG. The motion passed.
- 3 9:05 AM Jones reviewed the contract will provide technical assistance to improve and increase capacity within the emergency management program, and work with the volunteers and south county districts. Discussion ensued on progress during the previous contract. Bullock moved to approve the contract. The motion passed.
- 4 9:14 AM Juvenile Probation Director Matt Olsen and CTO Adam McKinney also appeared. Crystal reviewed YDC security metal detector estimates. Discussion ensued on process, security, installation costs, and funding identification. Information on costs and funding will be put together before any decision.
9:28 AM Crystal reviewed a change order from Headwaters for the YDC. Hough moved to approve the change order. The motion passed.
9:30 AM Crystal gave updates on procurement projects.
- 5 9:32 AM Assistant Planning Director Tristan Bourquin also appeared and reviewed a blasting permit and the process followed. Moser pointed out the map with the application has the wrong location, and that the applicant has not contacted the City of Inkom, and is wanting to blast tomorrow. The Board discussed needing proof of contact with Inkom, neighbor notifications, and liability insurance. It was noted the ordinance needs a change requiring notifications. Hough moved to table the permit proof of notifications and insurance information. The motion passed.
- 6 9:41 AM Romriell reviewed the request for tanker trailer rentals from Idaho Asphalt. Bullock moved to approve the lease. The motion passed.
- 7 9:43 AM Evans reviewed usage of the previous south county free day and that PSI will keep the price the same. Each city will pay half its cost, leaving the total cost for Bannock Count at \$3,040. Moser moved to approve the agreement and work with PSI. The motion passed.
- 8 9:46 AM Coroner Torey Danner also appeared. Klauser reviewed the forensic inventory list was sent to Ada County, who offered \$3,500, and in lieu of payment, to provide two autopsies without charge. The funds used to purchase these items were general fund. Danner disclosed the autopsies would cost \$5,000. Moser moved to accept the agreement and trade the equipment for two autopsies. The motion passed.
9:51 AM Klauser reviewed PILT funds and ARPA overages. Moser moved to use up to \$100,000 of PILT toward the YDC cameras and metal detector discussed earlier. The motion passed.
- 9 9:57 AM Bullock moved to approve the agreements, public hearing notice, and consent agenda.
- 10 10:02 AM Procurement Officer Shanda Crystal was present. Hough reviewed the bid solicitation for road striping materials and labor. Crystal unsealed the bids. Hough reviewed one bid was received from Idaho Traffic Safety in the amount of \$40,840.43. Bullock moved to accept the bid for review. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved case number 20250032 and denied case number 20250033 for cremation assistance.	Indigent
Approved project administration with SICOG for fuels reduction project.	OEM/Grant Team
Approved professional service contract with SICOG.	OEM
Approved YDC project change order with Headwaters Construction.	Procurement
Tabled blasting permit for more information.	Planning
Approved lease with Idaho Asphalt for tanker trailers.	Public Works
Approved agreement with PSI for free landfill days for south county.	Landfill
Approved up to \$100,000 of PILT funds for YDC cameras and metal detector.	Procurement/Auditing
Approved public hearing notice publication, agreements, and consent agenda.	Clerk
Accepted road striping materials and labor bid for review.	Procurement

**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 date(s) of April 15 and 17, 2025, as approved during the meeting of April 22, 2025.

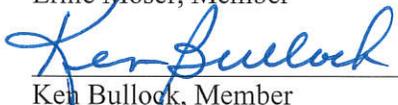
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk