



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Friday, April 25, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen and Matt Phillips

Agenda Details

AGENDA	
Business and Claims Meeting (action item)	
Agenda:	
1	<ul style="list-style-type: none"> Scott Crowther, Event Center/Wellness Complex, regarding approval of and signature on (1) fee waiver for 4-H practice and (2) contract for Kind Week Family Fun Run with Portneuf Health Trust (requested 10 minutes) (action item)
2	<ul style="list-style-type: none"> Todd Mauger, Juvenile Justice, requesting approval to apply for funds from the Idaho Millennium Income Fund through Senate Bill 1215 (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> Alisse Foster, Planning and Development, seeking approval of the final plat for Shadow Ridge Estates (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Kiel Burmester, Public Works, requesting signature on Memorandum of Understanding (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Shanda Crystal, Procurement, regarding a discussion pertaining to (1) recommendation to award Road Striping Materials and Labor Invitation to Bid, and (2) procurement update (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> Signature on Quit Claim Deed (action item)
7	<ul style="list-style-type: none"> Signature on Letter Re: Request for Reconsideration (action item) Signature on Letters to APA Committee Members (action item)
8	Claims Agenda: <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 Alcohol Licenses and Permits Certificate of Residency Approval Mileage Reimbursement Requests Technology Request Form Memorandum Authorization for Accounts Payable Cardholder User Agreement and Authorization

Meeting Notes

- 1 9:01 AM Hough called the meeting to order. Curtis Austin, 4-H leader, also appeared. Crowther reviewed the facility usage and fee waiver request. Moser moved to approve the waiver. The motion passed.
9:04 AM Micaela Prochazka, Healthy City, USA, Director of Wellness, appeared. Crowther reviewed the family fun run and fee waiver request. Bullock moved to approve the request. The motion passed.
- 2 9:09 AM Mauger reviewed one-time funds were approved by the State for sustainability. He proposed applying for the funds for janitorial costs, HVAC unit replacement, skylights, and training. Moser moved to approve moving forward with application for Millennial Funds. The motion passed.
- 3 9:19 AM Foster reviewed a plat with a lot line adjustment. Bullock moved to approve the plat adjustment. The motion passed.
- 4 9:21 AM Tyson Koester also appeared. Hough recused himself as he sits on the board for the Lava Hot Springs Foundation. Burmester explained the history of storing equipment for use in south county. Koester explained the ground currently being used is going to the KOA expansion and that. ITD is moving out of the proposed property. Discussion ensued on value trades. The last line on the contract was stricken. Bullock moved to approve the MOU. The motion passed. Hough obtained.
- 5 9:31 AM Public Works Director Kiel Burmester also appeared. Crystal recommended awarding the bid for road striping and labor to Idaho Traffic Safety for up to \$316,705.43. Moser so moved. The motion passed.
9:35 AM Crystal gave updates on procurement projects.
- 6 9:38 AM Administrative Manager Kristi Davenport reviewed the deed is for property in Inkom. Moser moved to sign the deed. The motion passed.
- 7 9:40 AM Moser moved to approve both letters. The motion passed.
- 8 The claims agenda included invoices, reports, alcohol licenses, and certificates of residency. Bullock moved to approve the consent items. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved fee waivers for 4-H chaparrals and Kind Week Family Fun Run.	Parks & Rec
Approved application to State for Millennial funds.	Juvenile
Approved final plat for Shadow Ridge Estates.	Planning
Approved MOU with Lava Hot Springs Foundation.	Public Works
Awarded road striping materials and labor bid to Idaho Traffic Safety for up to \$316,705.43.	Procurement/Public Works
Approved quit claim deed to City of Inkom.	Commission
Approved signature on letters and consent agenda.	Commission