



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, May 13, 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 HR Director Matt Phillips

## 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>Tony Manu, Sheriff, request approval to send forfeiture items to PrimeTime Auctions (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Approval of the (1) Bannock County Board of Commissioners Quarterly Jail Inspection, held at the Bannock County Juvenile Detention Center, report executed on May 6, 2025 per Idaho Code §20-622 and, (2) acceptance of the 2025 Jail Inspection performed by the Idaho Sheriff's Association on April 7, 2025 (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Discussion pertaining to approve or deny Property Tax Exemption applications (requested 10 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Shanda Crystal, Procurement, requesting to discuss a (1) recommendation to award Chip Seal Aggregate Invitation to Bid and (2) a potential signature on a contract with Pro Builders, Inc. (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Matthew K. Phillips, Human Resources, seeking to discuss reclassification of Mechanic 3 position to Welder/Fabricator at the same pay grade prior to posting the position; possible Executive Session under Idaho Code §74-206 (1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)</li> </ul>
7	<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: Approving meeting minutes for May 6, 2025, and certification of said minutes</li> </ul>
8	Tax Deed Hearing (action item)

## Meeting Notes

- 9:01 AM Hough called the meeting to order. There was no indigent business.

- 2 9:01 AM Chief Deputy Sheriff Alex Hamilton and Evidence Technician Maggie Gutierrez also appeared. Manu reviewed firearms received from asset forfeitures in criminal cases. The request is to send them to auction and the proceeds would go back to that account. Bullock moved to authorize the items go to auction. The motion passed.
- 3 9:03 AM Discussion ensued on the jail's condition, inspections, and training room. Hough moved to approve and accept the quarterly jail inspection. The motion passed.
- 4 9:06 AM Assessor Anita Hymas and Chief Deputy Assessor Randy Hobson appeared to discuss tax exemption applications.

Portneuf Greenway Foundation applied for the section of greenway on parcel RPRPCPP142109 that is owned by Go LLC and is commercial property. The Board concluded the property does not qualify for the exemption due to ownership.

9:10 AM Portneuf Health Trust applied for the PHT Health and Medical at Northgate, parcel RPRPCPP146900, as an extension of the hospital. Leasing was questioned. Legal counsel noted the definition of "hospital" is a facility which is primarily engaged in all of the following: 24 hour inpatient services for acute illness; diagnostic and therapeutic services for medical diagnosis and treatment; rehabilitation for injured, sick, and disabled persons; and obstetrical care. The Board concluded the facility operates more like a clinic without 24 hour inpatient services and that it does not qualify for the exemption.

9:12 AM Portneuf Health Trust applied for parcels RPRPPOC050502, RPRPPOC050606, RPRPPOC050703, RPRPPOC051003, and RPRPPOC051302500 at 500 South 11<sup>th</sup> Ave., owned by PHT Real Estate Holdings. The information provided states they lease 57.11% of the building to mainly health services and that no profits are derived from the leases. The majority of the Board concluded that the portion not leased, or 43% of the parcels qualify for exemption without further information.

9:14 AM Easterseals Goodwill applied for parcel RPRPCPP015400 owned by GP Partners. Legal counsel advised the property is not owned by the charitable organization. The Board concluded the property does not qualify for the exemption.

9:14 AM FMC Employee Park Inc applied for parcels RPR3853008901 and RPR3853008905. The Board concluded the property does not qualify for exemption as it is not owned by a charitable organization and people pay to use the park.

9:14 AM Idaho Youth Ranch applied for parcel RPRPFMS000800 owned by 720 Yellowstone LLC. The Board concluded the property does not qualify for exemption as it is not owned by a non-profit.

9:15 AM Portneuf Health Trust owns Center Street Ortho, parcels RPRPCPP082905 and RPRPCPP082922. It is branded as part of the Portneuf Hospital, but it is a doctors' office ran for profit and no information was provided regarding charitable services they provide. The Board concluded the parcels do not qualify for exemption.

9:15 AM Bingham Memorial Hospital applied for parcels at 850 Yellowstone and 1595 Bannock Highway, parcels RPRPFMS000300 and RPRPGOP000700. These are doctor clinics and do not meet the definition of charitable or hospital. The Board concluded the parcels do not qualify for exemption.

9:16 AM Bingham Memorial Hospital applied for 1151 Hospital Way, parcel RPRPPP2000100. The Board concluded the parcel does not qualify for exemption.

9:16 AM Portneuf Health Trust applied for Vista Primary Care on parcels RPRPVMP000300, RPRPVMP000501, and RPRPVMP000600. There is not enough information regarding charitable services. The Board concluded the parcels do not qualify for exemption.

9:16 AM Solomon's applied for exemption for parcel RPRISK2002000 owned by Marlene Kilpack Whiteside. The Board concluded the parcel does not qualify for exemption.

9:17 AM Harvest Church applied for parcels RPR4013045111, RPR4013045114, RPR4013045115, and RPR4013045116. The properties are bare land in an agricultural zone near the landfill. The Board concluded, per statute, that the bare land is taxable unless proven it is used for religious purposes, and this property does not qualify for exemption.

9:17 AM The ISU Pharmacies could provide more definitive information, but do appear to qualify for the exemption.

9:18 AM The Living Waters Christian Fellowship does qualify for the exemption for the building that was bought for church services.

9:19 AM Portneuf Health Trust applied for 1001 N 7<sup>th</sup>, LLC, on parcel RPRPPOC152800. There are leases at this property, some of which are Health West, Crisis Center, D6. The Board concluded the parcel qualifies partially for an exemption, specifically, 43% exempt.

- 5 9:21 AM Assistant Public Works Director Buddy Romriell also appeared. Crystal recommended awarding the chip seal bid to Sunroc dba Depatco for options 3 and 4, aggregate material with alternate specs. Moser moved to approve the award to Sunroc dba Departco. The motion passed.

9:26 AM Crystal recommended a contract for installation of the diesel generator to Pro Builders. Bullock moved to approve the contract with Pro Builders. The motion passed.

- 6 9:28 AM Assistant Public Works Director Buddy Romriell was also present. 9:29 AM Moser moved to enter executive session under Idaho Code §74-206 (1)(a)&(b) regarding personnel. The motion passed by roll call vote.

9:37 AM Hough moved to exit executive session. The motion passed. Discussion ensued on changing a job title to welder/fabricator. Bullock moved to reclassify the position. The motion passed.

- 7 9:38 AM The consent agenda included salary forms, alcohol licenses, certificates of residency and minutes. Moser moved to approve the consent agenda. The motion passed.

- 8 10:30 AM Chief Deputy Treasurer Misty Katsilometes and Deputy Treasurer Katy Valentine appeared for tax deed hearings for unpaid 2021 taxes. The following parcels were considered.

10:30 AM Bret Coulson appeared for parcel RPRPPLR000300 and shared he is living in Bloomington and is planning to sell the house here. Katsilometes reported the owner has been in contact with the office and has had health issues. The owner reported to her that he has a buyer for the home and that the proceeds have to be split four ways and the taxes will come out of his portion. The Treasurer recommended to give a two-month extension and waive the interest that currently sits at \$1,544.23 upon the sale of the property. Coulson relayed the house has been vacant for three years. Bullock moved to accept the Treasurer's recommendation and grant a 60-day extension to sell the house and to waive all interest for the 2021-2024 taxes upon closing for parcel RPRPPLR000300. The motion passed.

10:37 AM Katsilometes reported the owner, Don Hayden, is deceased and she is unable to locate any next of kin for parcel RPR3803013208. The owner of the mobile home that sits on the property has been notified of these matters. Moser moved for parcel RPR3803013208, as no one appeared to represent any interest in the property, that the property be taken for tax deed.

10:38 AM Katsilometes reported for parcel RPRPCPP124800 that the owners, John Hedges and Hugh Hadley, are deceased and the only next of kin located for Hadley indicated the family has no interest in the property and directed the County to take tax deed. Moser moved for parcel RPRPCPP124800 to take for tax deed as no one appears to be interested in the property. The motion passed.

10:39 AM Larry Hill appeared for parcel RPRPHIV000200. Katsilometes reported she has visited with Hill and that he can pay \$450 per month. If the County waives the interest of \$1,238.48, he'll be completely caught up in less than year. Discussion ensued on monthly payments, the amount, and that if

two payments in a row are missed, then the interest is not waived. Moser moved for parcel RPRPHIV000200 to approve a minimum monthly payment of \$350 to begin in June, and if two months in a row are missed, the interest will not be waived. The motion passed.

10:43 AM Mark Neeley appeared for parcel RPRPHRV002300. Katsilometes reviewed the property belonged to Neeley’s deceased aunt. He took over the property and only got it in his name a month ago. He can pay the 2021 taxes today if \$365.80 of interest is waived today. Neeley explained problems and how he ended up with the property. There is a lady in the home that has not paid rent since 2018. Bullock moved to waive the 2021 interest upon payment of the 2021 taxes for parcel RPRPHRV002300. The motion passed.

10:47 AM Katsilometes reported that both owners are deceased and no next of kin were located for parcel RPR4013007013. This became a new parcel in 2021 from a split and is now voided for 2025 from another split. Cartographer Jeremy Messick appeared and reviewed latest change was due to an annexation and the parcel number was changed. The strip occurred from a gap in the legal descriptions after the County purchased one of the properties behind the jail. Hough moved for parcel RPR4013007013 to accept the Treasurer’s recommendation and take tax deed. The motion passed.

10:50 AM Katsilometes reported she spoke to Jack Brady and he has no interest in parcel RPRPPOC309800 and he directed the County to take tax deed. Moser moved for parcel RPRPPOC309800 to take tax deed. The motion passed.

10:50 AM Margaret Small appeared for parcel RPRPSTC000300. Katsilometes reported the owner is in the process of coming up with funds and the Treasurer recommended an extension to bring the 2021 taxes current. Small requested 90 days. The total due is \$10,870.30 for the 2021 taxes and interest. Moser moved to waive the outstanding interest for 2021 upon payment of the 2021 taxes within 60 days. The motion passed.

10:53 AM Katsilometes reported the owners are deceased for parcel RPRPIN3000800. She located a next of kin for Lyon, a son, who indicated he has no interest and directed the County take tax deed. Hough moved for parcel RPRPIN3000800 to take tax deed. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved asset forfeiture firearms to be sold at auction.	Sheriff/Resolution
Approved quarterly jail inspection.	Sheriff
Reviewed tax exemption applications for qualifications.	Assessor
Approved awarding chip seal bid to Sunroc dba Depatco and contract with Pro Builders for diesel generator installation.	Sheriff/Public Works/Procurement
Approved entry/exit executive session – personnel.	Clerk/HR
Approved job title reclassification to welder/fabricator.	Public Works/HR/Payroll
Approved salary forms, alcohol licenses, certificates of residency and minutes.	Auditing/Clerk
<p>Granted 60-day extension to sell property and waive all interest for the 2021-2024 taxes upon closing for parcel RPRPPLR000300.</p> <p>Approved taking tax deed for parcels RPR3803013208; RPRPCPP124800; RPR4013007013; RPRPPOC309800; and RPRPIN3000800.</p> <p>Approved waiving interest and minimum monthly payments of \$350 to begin in June, and if two months in a row are missed, the interest will not be waived for parcel RPRPHIV000200.</p>	Treasurer

Approved waiving 2021 interest upon payment of the 2021 taxes for parcel RPRPHRV002300.	
Approved waiving outstanding interest for 2021 upon payment of 2021 taxes within 60 days for parcel RPRPSTC000300.	

**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 May 6, 2025, as approved during the meeting of May 13, 2025.

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