



## BANNOCK COUNTY COMMISSIONERS' – MEETING

### Commissioners' Agenda

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The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

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### **TUESDAY, June 10, 2025**

#### **9:00 AM Business Meeting (action items)**

##### **Agenda:**

- Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
- Kristi Klauser, Auditing, seeking to discuss purchasing a replacement vehicle for the Sheriff's Department may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (requested 5 minutes) (action item)
- Kiel Burmester, Public Works, regarding approval and signature on a request for exceptional placement with possible Executive Session under Idaho Code §(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action item)
- Adam McKinney, 911 Communications, request to discuss an offer on the Kinport Tower Site under Executive Session within Idaho Code §74-206(1) (c) to acquire an interest in real property not owned by a public agency with potential action following adjournment of Executive Session (requested 5 minutes) (action item)

- Todd Mauger, Juvenile Justice, seeking approval of and potential signature on Idaho Office of Drug Policy Notice of Award and Grant Agreement (requested 5 minutes) (action item)
- Matthew K. Phillips, Human Resources and Risk Management, requesting (1) signature on consolidated liquor liability policy application, and (2) approval for ancillary coverages for the first concert at the Event Center on 6/25/25 and request for authorization to bind the remaining 2025 concert policies if not received in time (requested 5 minutes) (action item)
- Alisse Foster, Planning and Development, requesting signature for Ickes Heights Subdivision final plat (requested 5 minutes) (action item)
- Hal Jensen, Planning and Development, providing an ACI negotiation update (requested 10 minutes) (potential action item)
- Shanda Crystal, Procurement, seeking to discuss (1) a potential signature on a Change Order #3 with Pro Builders, (2) potential approval of an invoice for mechanical repairs on an ADA door, and (3) a procurement update (requested 5 minutes) (action item)
- Discuss County Memorial Fund appropriation as outlined in Idaho Code §65-101 &/or 65-103 (requested 5 minutes) (action item)
- Approval for Chairman Hough to sign closing documents for the Lander Building and signature on subsequent Resolution 2025-40 Authorization to Sell Lander Building/Property (action item)
- Ratify Trespass Notice (action item)
- Approval to dispose assets from Bannock County Extension (action item)

**RESOLUTIONS AND ORDINANCES (action items):**

Resolution No. 2025-35 Approving May 2025 Salaries

Resolution No. 2025-36 Approving May 2025 Alcohol Licenses

Resolution No. 2025-37 Designating County Roads for State Reimbursement

Resolution No. 2025-38 Vacating Portions of Aubrey Drive and Burton Drive in the Sunnygate Park Subdivision

Resolution No. 2025-39 Vacation Easement in the Chilton Subdivision

**LETTERS AND NOTICES (action items):**

Public Hearing Notices

Tax Cancellation Request

Permission to Enter Property – Lava Ranches

**SIGNATURE ONLY (action items):**

Food Service Agreement Contract

Modification of Grant or Agreement

Agreement to Provide Law Enforcement Protection

Memo RE: Fee Waiver for the Pine Ridge Mall Demolition

Memo RE: Discontinuation of Contract Due to State Assumption of Indigent Defense Funding

Event Center Contract

Notice of Trespass

**CONSENT AGENDA (action items):**

- 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
- Sign Invoices
- Minutes: Approval of Meeting Minutes for May 27, 2025, and Certification of Said Minutes

**10:00 AM** Fiscal Year 2026 Budget Preparation Meeting (potential action item)

## BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNE MOSER  
 Commissioner  
 1st District

JEFF HOUGH  
 Commissioner  
 2nd District

KEN BULLOCK  
 Commissioner  
 3rd District

## Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

Discuss purchasing a replacement vehicle for detective vehicle that was recently totaled, we have received salvage value of \$18,229. Also discuss possible purchase of narcotics vehicle for estimated cost of \$48,000 using budgeted funds in excess of generator project budget.

Date of meeting being requested:

06/10/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Alex Hamilton, Andy Iverson

BANNOCK COUNTY COMMISSIONERS  
 624 E. Center, Pocatello, ID 83201  
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**AGENDA REQUEST FORM**

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**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Buddy Romriell/Public Works

**Item to be considered/background:**

Exceptional Placement for new Welder/ Fabricator. Will require executive session under Idaho code 74-206(1) A&B.

**How much time will be needed? Meeting date requested:**

10 6/10/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Buddy Romriell/ Kiel Burmester

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:	
Date: 6/10/25	Time: _____

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Requestor Name:

Adam W McKinney

Department:

911 Communications

Requestor Email:

adam@bannockcounty.gov

Item(s) to be considered:

Discussion of the offer for the Kinport Tower Site. Kristi Klauser has identified funding we can use, but this will need to be an executive session as the NDA we signed asks us not to make the pricing public. Information on the pricing has been sent to Kristi Davenport.

Date of meeting being requested:

06/10/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Other

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Kristi Klauser

**BANNOCK COUNTY COMMISSIONERS**

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 Phone: (208) 236-7210 • Fax: (208) 232-7363



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Requestor Name:

Todd Mauger

Department:

Bannock County Juvenile Justice

Requestor Email:

Toddm@bannockcounty.gov

Item(s) to be considered:

Idaho Office of Drug Policy-Notice of Grant Agreement for SFY2026 Substance Use Prevention, Treatment, Recovery Services Block Grant for Primary Prevention Programs

Date of meeting being requested:

06/10/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Yes

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Todd Mauger



6/2/2025

Bannock County Juvenile Justice  
137 South 5th  
Pocatello, ID 83201

**Re: Notice of Award and Grant Agreement for the SFY2026 Substance Use Prevention, Treatment, Recovery Services Block Grant for Primary Prevention Programs\***

Dear Todd Mauger,

The Office of Drug Policy (ODP) is pleased to announce that Bannock County Juvenile Justice has been selected to receive a Substance Use Prevention, Treatment, & Recovery Services Block Grant (SUPTRS BG) for Primary Prevention Programs grant award to provide substance misuse prevention services during Idaho State Fiscal Year 2025 (SFY2026).

The Bannock County Juvenile Justice SFY2026 SUPTRS BG application received an average score of 133 out of 140, or 95%, from the Review Committee. If interested, additional Reviewer feedback can be provided upon request.

ODP acknowledges the important work Bannock County Juvenile Justice does to support youth, families, and the prevention of substance misuse in your community and has identified the organization as a worthy applicant. The total funding awarded is \$7,326.26. Please review the full Grant Agreement for award terms, conditions, and funding details – including Exhibit 1: SFY2026 Grant Funding Allocation Overview, Exhibit 2: SFY2026 Initial Service Schedule, and Appendix A: Detailed Award Budget Breakdown.

We require that you sign and return the Grant Agreement within 10 days of the date of this notice. If we do not receive a signed Grant Agreement from you within that timeframe, the grant award may be withdrawn.

Please do not hesitate to contact me if you have any questions or concerns about this grant award. We value your organization's work and look forward to supporting your efforts in SFY2026!

Sincerely,

A handwritten signature in cursive script that reads 'Jessie Dexter'.

Jessie Dexter  
SUPTRS BG Projects Director  
Idaho Office of Drug Policy  
[Jessie.Dexter@odp.idaho.gov](mailto:Jessie.Dexter@odp.idaho.gov)

\*The Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUPTRS BG), formerly the Substance Abuse Prevention & Treatment Block Grant (SABG/SAPT), housed within the Substance Abuse & Mental Health Services Administration (SAMHSA), is a federal block grant distributed by formula to all states, territories, and jurisdictions. The SUPTRS BG's primary objective is to support states to plan, implement, and evaluate activities that prevent and treat substance [use] ([SAMHSA – samhsa.gov/grants/block-grants/subg](https://www.samhsa.gov/grants/block-grants/subg)).

## GRANT AGREEMENT

This Grant Agreement (the "Agreement") is by and between the **Idaho Office of Drug Policy (ODP)**, and **Bannock County Juvenile Justice** (the "Prevention Provider" or "Provider").

### Section 1: Delivery of Services

- 1.1. **Grant Award Period** – The term of this Agreement is **July 1, 2025 – June 30, 2026**. Services funded via this grant award shall begin no sooner than July 1, 2025, and will cease no later than June 30, 2026. ODP will NOT reimburse SFY2026 grant recipients for any services delivered prior to July 1, 2025, or after June 30, 2026.
- 1.2. **Grant Program/Project Funding Allocation** – The Prevention Provider shall utilize grant funds as outlined in **Exhibit 1: SFY2026 Grant Funding Allocation Overview** and **Appendix A: Detailed Award Budget Breakdown**, attached hereto and incorporated by this reference (see Section 2.1. Terms of Funding for more on use of funds).
- 1.3. **Grant Services/Prevention Provider Role** – ODP requires the Prevention Provider to deliver the services as outlined in **Exhibit 2: SFY2026 Initial Service Schedule**, attached hereto and incorporated by this reference. The parties may amend the Service Schedule during the grant award period if needed to accurately reflect the services provided by the Prevention Provider. The Prevention Provider may not transfer, subcontract or delegate its obligations to any third parties without ODP's written consent. Failure to abide by this restriction may result in termination of the Grant Agreement, or any other remedies available to ODP.

### Section 2: Terms of Funding

- 2.1. **Use of Funds** – The Prevention Provider agrees that grant funds will be used only for the approved programs and activities detailed on the approved budget under Exhibit 1 and Appendix A of this Grant Agreement; however, the Prevention Provider may make budget changes among programs and within programmatic budget categories, as long as the changes do not exceed 10% of the total grant award amount during the grant award period. Any changes in excess of 10%, or outside of an approved cost category, must be requested by the Prevention Provider via email and approved by ODP in a written notice prior to incurring costs.
- 2.2. **Grant Management System** – ODP manages SUPTRS BG funds through Neighborly, an online grant management platform. Reimbursement requests and Grant Activity Reports will be completed and submitted through Neighborly. Prevention Providers can access their Neighborly accounts online via this link: <https://portal.neighborlysoftware.com/ODPIDAHO/participant>. Training on accessing and using the Neighborly system will be included in the SFY2026 SUPTRS BG Grantee Onboarding Webinar, which will be scheduled after July 1, 2025. Additional grantee training & support resources can be found at [prevention.odp.idaho.gov/provider-information](https://prevention.odp.idaho.gov/provider-information)
- 2.3. **Payment of Grant Funds** – ODP, and the State of Idaho, will pay Prevention Providers within 45 days of receipt of reimbursement request (also known as an "invoice" or "draw voucher") contingent upon proper and complete submission of reimbursement request documentation via Neighborly (see Section 2.2), satisfactory progress on the agreed upon services, completion of required Quarterly Activity Reports (see Section 2.4), alignment with the delivery of services (see Exhibit 2: SFY2026 Initial Service Schedule), and compliance with the terms, conditions, and requirements listed in Section 1 of this Agreement. Training on the reimbursement request submissions will be included in the SFY2026 SUPTRS BG Grantee Onboarding Webinar. Additional reimbursement request guidance can be found at [prevention.odp.idaho.gov/provider-information](https://prevention.odp.idaho.gov/provider-information)
  - Reimbursement requests for SFY2026 services can be submitted at any point in time between July 1, 2025 – June 15, 2026. Providers can submit reimbursement requests as frequently as needed. **However, final invoices are due no later than 5pm local time on June 15, 2026.**
- 2.4. **Grant Activity Reporting** – Prevention Providers are required to submit four Quarterly Grant Activity Reports via Neighborly (see Section 2.2). Grant reporting period timelines and due dates are as follows:
  - **Quarter 1** Reporting Period: July 1 – September 30; Due Date: October 10
  - **Quarter 2** Reporting Period: October 1 – December 31; Due Date: January 10

- **Quarter 3** Reporting Period: January 1 – March 31; Due Date: April 10
- **Quarter 4** Reporting Period: April 1 – June 30; Due Date: July 10

**2.5. Program Participant Surveys** – Grantees providing direct-service prevention education programming are required to conduct program surveys, and other evaluation tools identified by ODP, with participants. Training regarding program surveys will be scheduled after July 1, 2025.

**2.6. Non-Appropriation or Reduced Funding** – ODP is a government entity, and it is understood and agreed that ODP's reimbursement payments under this Agreement shall be paid from Idaho State Legislative appropriations, funds granted by the federal government, or both. If funds are reduced or unavailable, ODP will notify all parties as soon as reasonably possible and all affected future rights and liabilities of the parties shall thereupon cease immediately after notice to the Provider. Further, in the event that funds are no longer available to support this Agreement, as described herein, ODP shall not be liable for any penalty, expense, or liability or for general, special, incidental, consequential or other damages resulting therefrom.

### **Section 3: Roles and Responsibilities**

**3.1 Relationship** - Prevention Providers' relationship with ODP will be that of grantee. Nothing in this Agreement creates a partnership or employer-employee relationship. The Prevention Provider is not eligible for, nor entitled to, and shall not participate in, any of the State of Idaho's pension, health or other fringe benefit plans. ODP will not obtain workers' compensation insurance for the Prevention Provider or its employees and is not a "statutory employer" of the Prevention Provider or its employees.

**3.2 Taxes and Record Keeping** – The Prevention Provider is solely responsible for filing all tax returns to any federal, state or local tax authority. Additionally, Prevention Providers must maintain all documentation supporting Prevention Provider's requests for grant payments, and must be prepared and willing to provide said documentation to ODP upon request.

**3.3 Data Collection and Review** – All records and documents related to this Agreement, including but not limited to fiscal records, shall be available for review, audit, and copying by ODP and state and federal inspectors or auditors for a period of three years, beginning July 1, 2025. As a state entity, ODP is subject to the Idaho Public Records Act, Idaho Code title 74, Chapter 1.

### **Section 4: Termination**

**4.1 Termination of Agreement** – If the Prevention Provider fails to provide any of the services outlined in this Grant Agreement, ODP shall meet with the Prevention Provider and provide written notice to require any of the following: 1) require the Prevention Provider to take corrective action to ensure compliance with the Agreement; 2) reduce the funding allocation to more adequately reflect the services that will be provided; 3) terminate this Agreement; or 4) pursue any other remedy available at law or in equity.

### **Section 5: Allocation of Liability**

**5.1 Allocation of Liability** – Each Party will be responsible only for liabilities associated with the conduct of its officials, employees, agents, and volunteers, subject to the provisions of the Idaho Tort Claims Act, Idaho Code section 6-901 through 6-929. Each Party will defend the other Party against any claims that arise solely from alleged wrongful acts, omissions or negligence of the defending Party in the course of this Agreement, but does not assume responsibility for the acts, omissions or negligence of the other Party or the other Party's officials, employees, agents and volunteers. Each Party shall promptly notify the other Party of any claim arising under this Agreement and shall cooperate fully with the defending Party or its representatives in the defense of such claim. The Parties acknowledge that both Parties participate in the State of Idaho Risk Program, and any tort liability claim, suit or loss arising from this Agreement shall be allocated in accordance with law by the Office of Risk Management for purposes of the respective loss experiences and subsequent allocation or self-insurance assessments. Any Party participating in the State of Idaho Risk Program shall notify such program in the event it receives notice or has knowledge of any claims arising out of this Agreement.

## Section 6: Assurances

**6.1 Assurances** – Prevention Provider assures ODP that all activities performed under this grant will conform to the following ODP Substance Abuse Prevention Services program standards:

- A. Assurance of Compliance with Record Keeping/Data Collection Standards** – The Provider will maintain detailed records on all grant funded activities, which indicate the date, time, number of participants and nature of services delivered under the grant award. Additionally, the Provider will maintain detailed records related to all activities reimbursed/paid for by grant funds and included in reimbursement requests (see Section 2.3). ODP has the right to audit grantee/Provider payments and reimbursement requests both before and after payment and to contest any billing or portion thereof. Providers will be required to collect evaluation data on all projects and submit that data to ODP via Quarterly Activity Reports (see Section 2.4). Providers delivering direct service prevention education programming will be required to collect and submit program participant outcome data gathered via participant surveys or other evaluation tools identified by ODP (see Section 2.5). These records shall be subject to inspection by ODP.
- B. Assurance of Compliance with Idaho State Laws** – The Provider must assure ODP of its commitment to abide by all State laws, rules, regulations, and executive orders of the Office of the Governor of the State of Idaho, pertaining to equal opportunity. Pursuant to all such laws, rules, regulations, and executive orders, the Provider assures ODP that no person in the State of Idaho shall, on grounds of race, color, religion, sex, national origin, age, or disability, be excluded from employment with or participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity performed under a grant award(s) entered into pursuant to this Grant Agreement.
- C. Assurance of Compliance with Parental Consent Policy** – The Provider must assure ODP that all activities conducted with SUPTRS BG funds to provide services to minors will comply with the Parental Consent Policy (found at [prevention.odp.idaho.gov/provider-information](http://prevention.odp.idaho.gov/provider-information)). All applicable staff will be fully informed of, and will abide by, the policies and requirements set forth therein.
- D. Assurance of Compliance with Charitable Choice Policy** – The Provider must assure ODP that they have read the Substance Abuse Prevention Charitable Choice Policy (found at [prevention.odp.idaho.gov/provider-information](http://prevention.odp.idaho.gov/provider-information)) and understand the Federal Regulations regarding faith-based organizations delivering federally funded substance abuse prevention services.
- E. Assurance of Compliance with Federal Laws, Regulations, and Policies Regarding Lobbying and Supplanting** – The Provider must assure ODP that it will comply with all applicable federal laws, regulations, and policies governing the use of federal grant funds, including but not limited to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), the Anti-Lobbying Act (18 U.S.C. § 1913), and the Byrd Amendment (31 U.S.C. § 1352). The Provider agrees that no federal funds provided under this agreement will be used for lobbying activities, including attempts to influence legislation, elections, or government officials, or to encourage grassroots lobbying efforts. The Provider further assures that federal funds will be used to supplement, and not supplant, funds from other federal, state, or local sources. Supplanting occurs when a recipient uses federal grant funds to replace existing non-federal funds, thereby reducing the recipient's financial commitment to a program or activity. Federal funds are intended to supplement (add to) existing resources, not substitute for them. The Provider will maintain accurate records to demonstrate compliance and will promptly disclose any lobbying activities funded with non-federal funds as required by federal law. Failure to comply with these requirements may result in termination of this agreement, repayment of funds, or other penalties as prescribed by law.

# Accepted & Agreed

## Prevention Provider Organization

Name (Print): Jeff Hough  
 Organization: Bannock County  
 Date: June 10, 2025

Signature: \_\_\_\_\_

Title: Commissioner, Chairman

## Idaho Office of Drug Policy

Signature: \_\_\_\_\_  
 Marianne King

Title: Director, Idaho Office of Drug Policy

Date: \_\_\_\_\_

Signature: Jessie Dexter  
 Jessie Dexter

Title: SUPTRS BG Projects Director

Date: 6/2/2025

**EXHIBIT 1****SFY2026 GRANT FUNDING ALLOCATION OVERVIEW**

<b>Program</b>	<b>Program Name</b>	<b>Program Allocation</b>	<b>10% de Minimis</b>	<b>Program Total w/10%</b>
<b>1</b>	<b>Active Parenting of Teens: Families in Action</b>	<b>\$6,660.24</b>	<b>\$666.02</b>	<b>\$7,326.26</b>
	➤ Staff Budget	➤ \$4,863.24		
	➤ Other Budget	➤ \$1,797.00		
<b>Funding Subtotal</b>				<b>\$6,660.24</b>
<b>10% de Minimis Rate<sup>1</sup></b>				<b>\$666.02</b>
<b>SFY2026 Total Grant Allocation</b>				<b>\$7,326.26</b>

**EXHIBIT 2****SFY2026 INITIAL SERVICE SCHEDULE**

<b>Program</b>	<b>Activity Description</b>	<b>Number of Sessions/Activities</b>	<b>Dates of Delivery</b>	
<b>1</b>	Active Parenting of Teens: Families in Action	Deliver the Active Parenting of Teens: Families in Action program to 60 youth and 60 parents through 6 cohorts at The Village. Each cohort consists of 6 weekly sessions (2.5 hours each) for 5-12 families, focusing on substance abuse prevention, parent-child communication, and life skills.	6 cohorts x 6 sessions = 36 sessions	<p>Cohort 1: July 29, 2025 – September 2, 2025</p> <p>Cohort 2: September 16, 2025 – October 21, 2025</p> <p>Cohort 3: November 11, 2025 – December 16, 2025</p> <p>Cohort 4: January 6, 2026 – February 10, 2026</p> <p>Cohort 5: March 3, 2026 – April 7, 2026</p> <p>Cohort 6: April 28, 2026 – June 2, 2026</p>

<sup>1</sup> In accordance with continued guidance from the SAMHSA, provided to ODP as of 5/31/2025, a de minimis rate of 10% is included in this grant award. The de minimis rate is capped at 10% and is non-negotiable.

**APPENDIX A**  
**SFY2026 DETAILED AWARD BUDGET BREAKDOWN**

<b>Program 1: Youth Mentoring Activities</b>			
<b>Category</b>	<b>Item Description</b>	<b>Details</b>	<b>Total Cost</b>
Staff Budget	Josie Castaneda, Substance Abuse Education Prevention Coordinator	108hrs x \$24.92	\$2,691.36
	TBD, Substance Abuse Education Prevention Assistant	108hrs x \$20.11	\$2,171.88
Mileage Budget	No mileage funds requested		
Other Budget	Parent/Teen Combo Guide with AP Teens 3rd Ed, Parent Guide Teens in Action, and Teen's Guide with Responsibility Coin	60 units x \$29.95	\$1,797.00
<b>SFY2026 Award Total</b>			
	• Total Staff Budget	• \$4,863.24	
	• Total Mileage Budget	• \$0.00	
	• Total Other Budget	• \$1,797.00	
<b>Total Subtotal</b>		<b>\$6,660.24</b>	
<i>Total Admin Fee</i>		<i>\$666.02</i>	
<b>Grand Total Funds Awarded</b>		<b>\$7,326.26</b>	

BANNOCK COUNTY COMMISSIONERS  
624 E. Center, Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 232-7363



<b>ERNIE MOSER</b> Commissioner 1st District	<b>JEFF HOUGH</b> Commissioner 2nd District	<b>KEN BULLOCK</b> Commissioner 3rd District
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**AGENDA REQUEST FORM**

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**Name/Department:**

Matthew K. Phillips / Human Resources & Risk Management

**Item to be considered/background:**

Consolidated liquor liability policy application signature requested for policy that runs through 10/21/2025 for alcohol served at planned concerts & Bannock County events.

**How much time will be needed? Meeting date requested:**

5 minutes

6/10/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Scott Crowther, Business Manager / Events Director; Kristi Klauser, Comptroller

**Please include any supporting documents with your Agenda Session Request Form.**

Commissioner Office Only:

Date: 6/10/25 Time: \_\_\_\_\_



## Insurance Quote

Dear: Jayson Meline, Mutual Insurance Associates, Inc.

Date: May 16, 2025

Attached please find Carrier quotation RPS has secured on your behalf for the below mentioned risk.

Please review the attached and below carefully as coverage described herein may be different from the original application submitted, or prior policy if applicable.

**Insured:** Bannock County DBA: Bannock County Event Center  
**Insured ID:** 78435953

**RPS Reference #:** 7842761C

**Mailing Address:** 624 E Center St Pocatello, ID 83201

**Physical Address:** 10588 Fairground Drive, Pocatello, ID 83201

**Carrier:** United States Liability Insurance Company / Admitted

AM Best Rating: A++ XIV

**Policy Period:** 6/25/2025 to 10/21/2025

**Coverage:** Liquor Liability

**TIV:** per Carrier terms attached

**Limit:** per Carrier terms attached

**Rate:** per Carrier terms attached

**Policy Premium:** \$7,043.00

**Fees (fully earned):**

Broker Fee - RPS \$200.00

**Taxes:** Home State: ID

**TOTAL:** \$7,243.00

**THE PREMIUM ABOVE DOES NOT INCLUDE TERRORISM COVERAGE. IF THE INSURED ELECTS TO PURCHASE TERRORISM COVERAGE THE ADDITIONAL PREMIUM WILL BE PLUS SURPLUS LINES TAX OF .**

**Commission:** 10%

**Minimum Earned Premium:** 25%

**Conditions/Subjectivities:** per Carrier terms attached

Subject to Fully Completed, Signed & Dated Application at time of Binding.

Written request to bind coverage.

See Highlighted area on quote.

**Please note:**



**RISK  
PLACEMENT  
SERVICES**

RPS SALT LAKE CITY  
10653 S. Riverfront Parkway Ste. 220  
South Jordan, UT 84095  
(801) 268-9800 Fax: (800) 533-5710

MSE025Y0741 Version 4

Quote is valid until 10/19/2025

Re: **Bannock County \*\*\*FORMS ATTACHED\*\*\***

Please bind effective: 6/25/2025  
 Insured email address: humanresources@bannockcounty.gov  
 Insured phone number: (208) 236-7297

Confirm optional coverages:  
 Do not include any optional coverages.  
 Include the following optional coverages  
 (Taxes & Fees may apply to optional premium if purchased)  
 Option 1 - (add: \$50) - Rain Date Coverage

**I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS**

LIQUOR LIABILITY SPECIAL EVENT POLICY INFORMATION			
Carrier:	United States Liability Insurance Company		
Status:	Admitted		
A.M. Best Rating:	A++ (Superior) - XIV		
LIQUOR LIABILITY COMMON CAUSE/AGGREGATE	LIQUOR LIABILITY PREMIUM	WHOLESALE BROKER FEE	AMOUNT DUE
<input type="checkbox"/> \$100,000/\$200,000	\$3,901	\$200.00	\$4,101.00
<input type="checkbox"/> \$300,000/\$300,000	\$4,994	\$200.00	\$5,194.00
<input type="checkbox"/> \$300,000/\$600,000	\$5,154	\$200.00	\$5,354.00
<input type="checkbox"/> \$500,000/\$500,000	\$5,850	\$200.00	\$6,050.00
<input type="checkbox"/> \$500,000/\$1,000,000	\$5,989	\$200.00	\$6,189.00
<input type="checkbox"/> \$1,000,000/\$1,000,000	\$6,826	\$200.00	\$7,026.00
<input type="checkbox"/> \$1,000,000/\$2,000,000	\$6,965	\$200.00	\$7,165.00
<input checked="" type="checkbox"/> \$1,000,000/\$3,000,000	\$7,043	\$200.00	\$7,243.00

ADDITIONAL QUOTE INFORMATION
Policy Minimum Premium: \$195
Refer to Covered Events section for event dates covered
Policy Period is 6/25/2025 to 10/21/2025

Please contact us with any questions regarding the terminology used or the coverages provided.

\*\*Read the quote carefully, it may not match the coverages requested\*\*

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ADDITIONAL COSTS INCLUDE:	
Wholesaler Broker Fee	\$200.00

**This account is subject to the following - Sections A, B and C:**

Underwriter receipt, review and acceptance of the fully completed application. We may modify the terms and/or premiums quoted or rescind this quote if: 1) the information provided in the completed application is different from the original submission, 2) a web search, if completed at our discretion, reveals unsatisfactory results or indications of ineligible factors, or 3) there is a significant change in the risk from the date it was quoted.

**A. Prior To Bind Requirements:**

- Confirm the number of consumers for the 10/19/2025 event.
- If you have not already provided the mailing address, location address and additional insured information, we will need this information in order to bind coverage.

**Responses to the Prior to Bind questions below are not needed if the completed and signed application is submitted at the time of binding.**

"x" indicates Prior to Bind requirement for Coverage Part

Liab = Liability; Prop = Property; Liq = Liquor; Cr = Crime; IM = Inland Marine;

Liq	Eligibility Question (applies to all locations)	Response
x	Is the applicant an individual or business that regularly sells, serves or furnishes alcohol?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
x	Will the event end by 2 AM?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
x	Is the applicant the sole vendor/server of alcohol at the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
x	Will BYOB or self-service of alcohol be permitted?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
x	Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**B. Items Required Within 21 days of the inception of coverage:**

- No 21 Day Subject to Notes

**C. Underwriting Notes:**

- Liquor Liability Limits up to \$3M/\$3M may be available upon request.
- Binding order must be received prior to the start of the event or no coverage will be provided.
- Thank you for the opportunity to quote this risk.
- Blanket additional insured coverage is automatically included. Please review form L-820.
- Quote contemplates spectator liability only; Does not include injury to athletic participants or performers.
- Coverage automatically extends for events running past midnight for no charge. All policies end at 12:01am the following day. Thus, the special event policy period extends two days past the last event date.

Please contact us with any questions regarding the terminology used or the coverages provided.

**\*\*Read the quote carefully, it may not match the coverages requested\*\***

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**II. COVERED EVENTS**

Event #1 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	148 Consumers	10/19/2025	10/19/2025

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #2 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	1125 Consumers	6/25/2025	6/25/2025

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #3 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	209 Consumers	6/26/2025	6/29/2025

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #4 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	747 Consumers	7/4/2025	7/4/2025

Please contact us with any questions regarding the terminology used or the coverages provided.

**\*\*Read the quote carefully, it may not match the coverages requested\*\***

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Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #5 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	241 Consumers	7/11/2025	7/11/2025

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #6 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	3250 Consumers	7/12/2025	7/12/2025

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #7 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	1690 Consumers	7/19/2025	7/19/2025

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Please contact us with any questions regarding the terminology used or the coverages provided.

**\*\*Read the quote carefully, it may not match the coverages requested\*\***

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Event #8 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	3250 Consumers	7/26/2025	7/26/2025

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #9 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	1125 Consumers	8/6/2025	8/6/2025

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #10 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	3250 Consumers	8/8/2025	8/8/2025

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #11 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

Event	Exposure	Start Date	End Date
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	3250 Consumers	8/15/2025	8/15/2025

Please contact us with any questions regarding the terminology used or the coverages provided.

\*\*Read the quote carefully, it may not match the coverages requested\*\*

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<b>Event Coverages</b>	<b>Exposure</b>	<b>Limit</b>	<b>Premium</b>
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #12 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

<b>Event</b>	<b>Exposure</b>	<b>Start Date</b>	<b>End Date</b>
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	62 Consumers	9/12/2025	9/13/2025

<b>Event Coverages</b>	<b>Exposure</b>	<b>Limit</b>	<b>Premium</b>
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Event #13 - 10588 Fairground Dr, Pocatello, ID 83201

Entity Type: (applicant is the vendor of the event)

Event Coverages: Liquor Liability

<b>Event</b>	<b>Exposure</b>	<b>Start Date</b>	<b>End Date</b>
Beer Garden/Tent (applicant is the vendor of the event) (Liquor)	3250 Consumers	10/3/2025	10/3/2025

<b>Event Coverages</b>	<b>Exposure</b>	<b>Limit</b>	<b>Premium</b>
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

Please contact us with any questions regarding the terminology used or the coverages provided.

**\*\*Read the quote carefully, it may not match the coverages requested\*\***

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**III. REQUIRED FORMS & ENDORSEMENTS****Liquor Liability Endorsements**

CG0033	(12/07) Liquor Liability Coverage Form	L-816	(11/18) Amendments of Conditions - Limits of Insurance Under Multiple Coverage Parts
CG2406	(04/13) Liquor Liability - Bring Your Own Alcohol Establishments	L-820	(12/18) Special Events Blanket Additional Insured Endorsement
IL0017	(11/98) Common Policy Conditions	LLQ-101	(08/06) Expanded Definition Of Employee
IL0021	(09/08) Nuclear Energy Liability Exclusion Endorsement	LLQ-102	(02/15) Event Vendor, Exhibitor And Contractor Exclusion
IL0204	(09/08) Idaho Changes - Cancellation And Nonrenewal	LLQ-368	(08/10) Separation Of Insureds Clarification Endorsement
Jacket	(07/19) Policy Jacket	LQ-202	(12/11) Assault Or Battery Exclusion
L-206	(02/11) Fully Earned Premium Endorsement	LQ-352	(09/08) Event Vendor - Other Insurance
L-224	(10/10) Punitive Or Exemplary Damages Exclusion	LQ-354	(10/09) Limitation of Coverage to Insured Premises
L-610	(11/04) Expanded Definition Of Bodily Injury	LQ-428	(10/16) Absolute Firearms Exclusion
L-656	(02/06) Extension Of Coverage - Committee Members	SPE 312	(03/15) Who Is An Insured
L-657	(01/11) Absolute Pollution Exclusion - Liability		

**IV. OFFER OF OPTIONAL COVERAGE(S)**

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

	<b>Coverage</b>	<b>Additional Premium</b>
Option 1	Rain Date Coverage	\$50

**Important Information**

- If this coverage is purchased, add L-562 Rain Date Coverage for Special Events
- This pricing is per event.

Please contact us with any questions regarding the terminology used or the coverages provided.

**\*\*Read the quote carefully, it may not match the coverages requested\*\***



**RISK  
PLACEMENT  
SERVICES**

RPS SALT LAKE CITY  
10653 S. Riverfront Parkway Ste. 220, South Jordan, UT 84095  
Phone: (801)268-9800

United States Liability Insurance Company

**Special Events Application**

MSE025Y0741  
Version 4

You or your agent provided the information used to complete the questions below. Please answer all remaining questions in the space provided. By signing this application you are warranting that all information on this application is true and correct.

**I. General Information**

Applicant's Name: Bannock County \*\*\*FORMS ATTACHED\*\*\* dba Bannock County Event Center  
 Form Of Business:  Individual  Corporation  Partnership  LLC  Other: Political Subdivision-County-State of Idaho  
 Mailing Address: 624 East Center, Room 214, Pocatello, ID 83201  
 City: Pocatello State: ID Zip: 83201  
 Phone Number: (208) 236-7297 Fax Number: (208) 236-7022  
 Web Address: https://bannockcountyeventcenter.us/ E-mail Address: humanresources@bannockcounty.gov  
 Coverage Desired:  General Liability  Liquor Liability

Please advise all entities requesting to be added as Additional Insured on this policy:  Not Applicable

Complete Name	Address	Interest

**Brief Narrative of Event(s)**

Applicant is acting as an alcohol vendor at a schedule of events. Liquor only.

Is the applicant an individual or business that regularly sells, serves or furnishes alcohol?  Yes  No

**II. Location Address of the Event(s) and Corresponding Classification(s)**

**Location #1**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	10/19/2025	10/19/2025		148

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant? NA  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No



**Location #2**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	6/25/2025	6/25/2025		1125

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant? NA  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

**Location #3**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	6/26/2025	6/29/2025		209

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant? NA  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

**Location #4**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	7/4/2025	7/4/2025		747

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant?  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

**Location #5**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	7/11/2025	7/11/2025		241

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant?  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

**Location #6**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	7/12/2025	7/12/2025		3250

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant?  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

**Location #7**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	7/19/2025	7/19/2025		1690

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant?  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

**Location #8**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	7/26/2025	7/26/2025		3250

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant?  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

**Location #9**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	8/6/2025	8/6/2025		1125

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant?  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

**Location #10**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	8/8/2025	8/8/2025		3250

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant?  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

**Location #11**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	8/15/2025	8/15/2025		3250

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant?  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

**Location #12**

**Address** 10588 Fairground Dr **City** Pocatello **State** ID **Zip** 83201  
**Years At Current Location:** \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	9/12/2025	9/13/2025		62

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant?  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

Location #13

Address

10588 Fairground Dr

City

Pocatello

State

ID

Zip

83201

Years At Current Location: \_\_\_\_\_

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Beer Garden/Tent (applicant is the vendor of the event)	10/3/2025	10/3/2025		3250

- Will the event end by 2 AM?  Yes  No
- Is the applicant the sole vendor/server of alcohol at the event?  Yes  No
- Do all participating alcohol vendors carry Liquor Liability limits equal to or greater than our applicant?  Yes  No
- Will BYOB or self-service of alcohol be permitted?  Yes  No
- Will professional bartenders (or formal alcohol awareness trained servers) be used for the service of alcohol?  Yes  No

III. Limit of Insurance

Please select a limit:

Limits of Liability Occurrence/Aggregate

- \$500,000/\$500,000
- \$1,000,000/\$1,000,000
- \$1,000,000/\$2,000,000 \$3,000,000

Additional Quote Information

<b>Classification</b>
Beer Garden/Tent (applicant is the vendor of the event) - Liquor Liability

If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted  True  False

<b>Classification</b>
Beer Garden/Tent (applicant is the vendor of the event) - Liquor Liability

If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted  True  False

<b>Classification</b>
Beer Garden/Tent (applicant is the vendor of the event) - Liquor Liability

If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted  True  False

<b>Classification</b>
Beer Garden/Tent (applicant is the vendor of the event) - Liquor Liability

If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted  True  False

<b>Classification</b>	
Beer Garden/Tent (applicant is the vendor of the event) - Liquor Liability	
If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted	<input checked="" type="checkbox"/> True <input type="checkbox"/> False

<b>Classification</b>	
Beer Garden/Tent (applicant is the vendor of the event) - Liquor Liability	
If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted	<input checked="" type="checkbox"/> True <input type="checkbox"/> False

<b>Classification</b>	
Beer Garden/Tent (applicant is the vendor of the event) - Liquor Liability	
If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted	<input checked="" type="checkbox"/> True <input type="checkbox"/> False

<b>Classification</b>	
Beer Garden/Tent (applicant is the vendor of the event) - Liquor Liability	
If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted	<input checked="" type="checkbox"/> True <input type="checkbox"/> False

<b>Classification</b>	
Beer Garden/Tent (applicant is the vendor of the event) - Liquor Liability	
If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted	<input checked="" type="checkbox"/> True <input type="checkbox"/> False

<b>Classification</b>	
Additional Insured - Blanket - Special Events - Liquor Liability	

**Fraud Statement:** Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and may subject such person to criminal and/or civil penalties and other sanctions.

**Applicant's Warranty Statement:** I warrant that the information provided in this Application, and any amendments or modifications to this Application are true and correct. I acknowledge that the information provided in this Application is material to acceptance of the risk and the issuance of the requested policy by Company. I agree that any claim, incident, occurrence, event or material change in the Applicant's operation taking place between the date this application was signed and the effective date of the insurance policy applied for which would render inaccurate, untrue or incomplete, any information provided in this Application, will immediately be reported in writing to the Company and the Company may withdraw or modify any outstanding quotations and/or void any authorization or agreement to bind the insurance. Company may, but is not required, to make investigation of the information provided in this Application. A decision by the Company not to make or to limit such investigation does not constitute a waiver or estoppel of Company's rights.

I acknowledge that this Application is deemed incorporated by reference in any policy issued by Company in reliance thereon whether or not the Application is attached to the policy.

I acknowledge and agree that a breach of this WARRANTY STATEMENT is grounds for Company to declare void any policy or policies issued in reliance thereon and/or deny any claim(s) for coverage thereunder.

Applicants Signature\*:

Title:

Date:

Brokers Signature:

(Must be Owner, Officer or Partner)

(Required)

Date: 5/29/2025 (Required)

*Jayson Melins*

If your state requires that we have the name and address of your (insured's) authorized Agent or Broker.

Name of Authorized Agent or Broker: Mutual Insurance Associates, Inc.

Address: 1575 Baldy Avenue, Pocatello, ID 83201

**SUBMITTING THIS APPLICATION DOES NOT BIND THE APPLICANT TO PURCHASE INSURANCE.  
ACCEPTANCE OF THIS APPLICATION DOES NOT BIND THE COMPANY TO ISSUE INSURANCE.**

**BANNOCK COUNTY COMMISSIONERS**

624 E. Center, Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 232-7363



**ERNIE MOSER**  
Commissioner  
1st District

**JEFF HOUGH**  
Commissioner  
2nd District

**KEN BULLOCK**  
Commissioner  
3rd District

**AGENDA REQUEST FORM**

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**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Matthew K. Phillips / Human Resources & Risk Management

**Item to be considered/background:**

Requesting approval for ancillary coverage for 1st Events concert on 6/25/25.  
Request authorization to bind other 2025 concert policies if not received in time.

**How much time will be needed? Meeting date requested:**

5 minutes 6/10/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Scott Crowther, Business Manager / Events Director; Kristi Klauser, Comptroller

**Please include any supporting documents with your Agenda Session Request Form.**

Commissioner Office Only:  
Date: 6/10/25 Time: \_\_\_\_\_



**PHILADELPHIA**  
INSURANCE COMPANIES

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100  
Bala Cynwyd, Pennsylvania 19004  
610.617.7900 Fax 610.617.7940  
PHLY.com

**Proposal Date: 06/04/2025**  
**Proposal Number: 3267832**

The producer placing this policy may receive commission and additional underwriting profit share incentives. These incentives are based on the underwriting performance of this producer's book of business. Any questions about the nature of this compensation should be directed to the producer.

In order to complete the underwriting process, we require that you send us the additional information requested in the "conditions" section of this proposal. We are not required to bind coverage prior to our receipt, review and underwriting approval, of said additional information. However, if we do bind coverage, it shall be for a temporary period of not more than 30 days. Such temporary binding of coverage shall be void ab initio ("from the beginning") if we have not received, reviewed and approved in writing such materials within 15 days from the effective date of the temporary binder. This 30 day temporary conditional binder may be extended only in writing signed by the Insurer. Payment of premium shall not operate to extend the binding period or nullify the automatic voiding as described above.

This quotation is strictly conditioned upon no material change in the risk occurring between the date of this proposal and the inception date of the proposed policy (including any claim or notice of circumstances that which may reasonably expected to give rise to a claim under any policy of which the policy being proposed by this letter is a renewal or replacement). In the event of such change in risk, the Insurer may in its sole discretion, whether or not this quotation has been already accepted by the Insured, modify and/or withdraw this quotation.

Subject to the terms and conditions outlined above and prior to the quote expiration date, this quote may be bound by signing and dating below and by initialing, on the previous page, the option to be bound. This form will then act as the binder of coverage for 30 days from the date signed and may be distinguished by the Quotation number on page 1. This binder is only valid for 30 days.

**No coverage is afforded or implied unless shown in this proposal.**

**This proposal does not constitute a binder of insurance.**

**This proposal is strictly limited to the terms and conditions herein. Any other coverage extensions, deletions or changes requested in the submission are hereby rejected.**

\_\_\_\_\_  
Signature of Authorized Insurance Representative

\_\_\_\_\_  
Date

**Philadelphia Indemnity Insurance Company**

**Locations Schedule**

**Proposal Number: 3267832**

Prens. No.	Bldg. No.	Address
0001	0001	10588 Fairground Drive, Pocatello, ID 83201

## Philadelphia Indemnity Insurance Company

### Form Schedule – Policy

Proposal Number: 3267832

### Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
BJP1901	1298	Commercial Lines Policy Jacket
PP2020	0220	Privacy Policy Notice
CPDPIIC	0614	Common Policy Declarations
Location Schedule	0100	Location Schedule
PICME1	1009	Crisis Management Enhancement Endorsement
IL0021	0908	Nuclear Energy Liability Exclusion Endorsement
IL0017	1198	Common Policy Conditions
IL0204	0908	Idaho Changes - Cancellation and Nonrenewal

## Philadelphia Indemnity Insurance Company

### Form Schedule – General Liability

Proposal Number: 3267832

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
Gen Liab Dec	1004	Commercial General Liability Coverage Part Declaration
Gen Liab Schedule	0100	General Liability Schedule
CG0001	0413	Commercial General Liability Coverage Form
CG2100	0798	Exclusion - All Hazards in Connection With Designated Premises
CG2101	1185	Exclusion - Athletic or Sports Participants
CG2106	0514	Exclusion - Access or Disclosure of Confidential or Personal Information and Data-Related Liability With Limited Bodily Injury Exception
CG2109	0615	Exclusion - Unmanned Aircraft
CG2116	0413	Exclusion - Designated Professional Services
CG2132	0509	Communicable Disease Exclusion
CG2135	1001	Exclusion - Coverage C - Medical Payments
CG2144	0417	Limitation of Coverage to Designated Premises, Project or Operation
CG2147	1207	Employment-Related Practices Exclusion
CG2153	0196	Exclusion - Designated Ongoing Operations
CG2167	1204	Fungi or Bacteria Exclusion
CG2170	0115	CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
CG2404	0509	Waiver of Transfer of Rights of Recovery Against Others to Us
PIACL001	0120	Absolute Cyber Liability and Electronic Exclusion
PIAS005	1.113	Limitation of Coverage to a Specified Event and Event Date
PIAS006	0404	Exclusion - Pyrotechnicians/Fireworks
PIAS007	0404	Exclusion - Performer(s)
PIAS010	0404	Additional Insured: Owners and/or Lessors of Premises, Lessors of Leased Equipment, Sponsors or Co-Promoters
PIAS013	0404	Exclusion - Miscellaneous Activities and Devices
PIAS014	0404	Earned Premium Endorsement (Fully Earned Premium)
PIGL001	0894	Exclusion - Lead Liability
PIGL002	0894	Exclusion - Asbestos Liability
PIGL017	0616	Hired and Non-Owned Auto Liability
PISAM006	0117	Abuse or Molestation Exclusion
PISE007	1111	Additional Insured Primary and Non-Contributory Insurance

**Philadelphia Indemnity Insurance Company**

**COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS**

Proposal Number: 3267832

Agent # 28790

See Supplemental Schedule

**LIMITS OF INSURANCE**

\$	4,000,000	General Aggregate Limit (Other Than Products – Completed Operations)
\$	4,000,000	Products/Completed Operations Aggregate Limit (Any One Person Or Organization)
\$	2,000,000	Personal and Advertising Injury Limit
\$	2,000,000	Each Occurrence Limit
\$	300,000	Rented To You Limit
\$	0	Medical Expense Limit (Any One Person)

**FORM OF BUSINESS: Other**

Business Description: Special Events

Location of All Premises You Own, Rent or Occupy: **SEE SCHEDULE ATTACHED**

**AUDIT PERIOD, ANNUAL, UNLESS OTHERWISE STATED:** This policy is not subject to premium audit.

Classifications	Code No.	Premium Basis	Rates		Advanced Premiums	
			Prem./Ops.	Prod./Comp. Ops.	Prem./Ops	Prod./Comp. Ops.
SEE SCHEDULE ATTACHED						
<b>TOTAL PREMIUM FOR THIS COVERAGE PART:</b>					\$208.00	\$

**RETROACTIVE DATE (CG 00 02 ONLY)**

This insurance does not apply to "Bodily Injury", "Property Damage", or "Personal and Advertising Injury" which occurs before the retroactive date, if any, shown below.

Retroactive Date: \_\_\_\_\_

**FORM (S) AND ENDORSEMENT (S) APPLICABLE TO THIS COVERAGE PART: Refer To Forms Schedule**

\_\_\_\_\_  
Countersignature Date

\_\_\_\_\_  
Authorized Representative

## Philadelphia Indemnity Insurance Company

### COMMERCIAL GENERAL LIABILITY COVERAGE PART SUPPLEMENTAL SCHEDULE

Proposal Number: 3267832

Classifications	Code No.	Premium Basis	Rates		Advance Prelums	
			Prem./Ops.	Prod./Comp. Ops.	Prem./Ops.	Prod./Comp. Ops.
PREM NO. 001 ID ATTENDEES	63218	1000 ATTENDANT	\$ 0.189		\$ 189.00	
ADDITIONAL INSURED					\$ 19.00	
EVENT PREMIUM					\$ 189.00	
HIRED/NON-OWNED AUTO					\$ 150.00	
WAIVER OF SUBROGATION					\$ 50.00	
PRIMARY NON-CONTRIBUTORY					\$ 50.00	
TOTAL PREMIUM					\$ 459.00	

**BANNOCK COUNTY COMMISSIONERS**

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 Commissioner  
 1st District

**JEFF HOUGH**  
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 2nd District

**KEN BULLOCK**  
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## Business Meeting Agenda Request Form

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Requestor Name:

Alisse Foster

Department:

Planning and Development

Requestor Email:

alissef@bannockcounty.gov

Item(s) to be considered:

Signature for Ickes Heights Subdivision plat

Date of meeting being requested:

06/10/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Hal Jensen

**PLANNING AND DEVELOPMENT SERVICES**5500 S 5<sup>th</sup> Ave | Pocatello, Idaho 83204 | 208.236.7230 | [www.bannockcounty.us](http://www.bannockcounty.us)**FINAL PLAT– ICKES HEIGHTS SUBDIVISION  
STAFF MEMO**

**FILE #:** SFP-24-10  
**LOCATION:** RPR4013026520, currently unaddressed.

<b>SURVEYOR:</b>	<b>OWNER:</b>
Dioptra	JD Redevelopment LLC
Stewart Ward	435 W 400 S
4880 Clover Dell Road	Suite 201
Chubbuck, ID 83202	Salt Lake City, UT 84101

**REQUEST & BACKGROUND:** Stewart Ward proposes a 6-lot subdivision with a total of approximately 10.27 acres. The development proposes individual wells and septic systems. The subject property is located in the NW<sub>4</sub>NW<sub>4</sub> of Section 20, Township 7 South, Range 35 East, B.M., Bannock County. The buildable lots will be between 1.52 and 1.99 acres in size. This subdivision is located 0.25 miles from the City of Pocatello boundary.

**FINAL PLAT PROCESS SUMMARY:**

**PRE-DEVELOPMENT CONFERENCE:** (SUPD-23-3) Department review letter dated June 29, 2023.

**CONCEPTUAL/MASTER PLAN:** (SCP230002) Approved by Bannock County Planning and Development Council on August 16, 2023. Conditions placed by Council have been reviewed and met.

**PRELIMINARY PLAT:** (SPP230006) Approved by Bannock County Planning and Development Council on December 13, 2023. Conditions placed by Council have been reviewed and met.

**SURVEYOR PLAT REVIEW/FINAL PLAT REVIEW:** (SFP-24-10) Reviewed and approved by Matt Baker on May 27, 2025. Final Plat and construction plans were reviewed by Bannock County Road and Bridge, Bannock County Planning and Development, and Blake Jolley.

**REPORT BY:**  
Alisse Foster, Subdivision Planner  
[alissef@bannockcounty.gov](mailto:alissef@bannockcounty.gov)

**MEMO DATE:** June 4, 2025

**EXHIBIT:**  
1. Plat

**BANNOCK COUNTY COMMISSIONERS**  
 624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363



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 Commissioner  
 1st District

**JEFF HOUGH**  
 Commissioner  
 2nd District

**KEN BULLOCK**  
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 3rd District

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Requestor Name:

Hal Jensen

Department:

Planning and Development

Requestor Email:

halj@bannockcounty.gov

Item(s) to be considered:

Providing an update for the ACI negotiations

Date of meeting being requested:

06/10/2025

Time requested:

10 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

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**Name/Department:**

Shanda Crystal/Chief Procurement Officer

**Item to be considered/background:**

Request to discuss 1) potential signature on a change order with Pro Builders, 2) potential approval of invoice for ADA door mechanical repairs, and 3) procurement update.

**How much time will be needed? Meeting date requested:**

5 minutes

6/10/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Levi Waldron and Daniel Kendall

**Please include any supporting documents with your Agenda Session Request Form.**

<p>Commissioner Office Only:</p> <p>Date: <u>6/10/25</u> Time: _____</p>
--



970 W. Cedar  
 Pocatello, Idaho 83201  
 Office (208) 233-3111  
 Fax (208) 233-3113

Bannock County  
 5800 S 5<sup>th</sup> Ave  
 Pocatello, Idaho 83204

May 19, 2025

### CHANGE ORDER #3

Excavate and pour a concrete wall along 5' of NW corner of existing building where foundation is exposed. Prep and pour a 4' x 4' landing with handrail at doorway where elevation is 15"+ elevation difference

Materials:	\$1,375.00
Concrete:	\$1,000.00
Labor and Equipment	\$ 500.00
<b>Subtotal:</b>	<b>\$ 2,875.00</b>

Sheet West side of new shop wall with 7/16" OSB

Materials:	\$ 700.00
Labor: 12@\$ 85.00	\$ 1,020.00
Equipment:	\$ 150.00
<b>Subtotal:</b>	<b>\$ 1,870.00</b>

Extra excavation and patch pave on sewer line required to re route around existing manhole and roof drains discovered while digging  
 Hand dig around pipes not located but exposed while excavating

Equipment: 8 @ \$140	\$ No Charge
Labor: 24 @ \$85	\$ 2,040.00
Extra paving	\$ 1,200.00
<b>Subtotal:</b>	<b>\$ 3,240.00</b>

Demo existing divider wall and half mezzanine area to allow for new wall to be built at truss to separate mechanical area to new locker room area. Move electrical conduit and wire from divider wall

Sheetrock, tape texture and paint wall

Install new door into mechanical area

Labor and Materials:	\$ 4,800.00
Sheetrock and paint:	\$ 4,937.00
Electrical:	\$ 625.00
<b>Subtotal:</b>	<b>\$10,362.00</b>

Deduct for Keypads approved on change order #2 changed to lever locks

**Subtotal:** (\$6,100.00)

Two Pipe Bollards at Electrical Panel on outside

**Subtotal:** \$ 5,000.00

**TOTAL PRICE FOR THIS CHANGE ORDER: \$17,247.00**

Respectfully submitted,

Accepted By:

  
 \_\_\_\_\_  
 Tiffany Frasure

\_\_\_\_\_ *Jeff Hough*  
 Bannock County

Approved By: \_\_\_\_\_  
 Ted Booth, Booth Architecture



PRECISION GLASS & ALUMINUM, INC.  
 1626 N. HARRISON AVE. SUITE A  
 P.O. BOX 190  
 POCATELLO, ID 83204  
 (208) 233-3431  
 (208) 233-6609 FAX

## PROPOSAL

**DATE:** MAY 29, 2025  
**TO:** BANNOCK COUNTY COURTH HOUSE  
**RE:** NEW ADA OPERATOR  
**ATTN:** DAN KENDALL

**WE PROPOSE TO FURNISH THE FOLLOWING MATERIALS AS SPECIFIED BELOW**  
 1 EA BEASOM SW200 ADA OPERATOR

**INCLUDES-** INSTALLATION,

**EXCLUDES-** PAINTING, PATCH AND REPAIR OF EXISTING FINISHES, ELECTRICAL, FINAL CLEANING, BONDS AND FEES, TEMPORARY WALLS, AFTER HOURS WORK,

**TOTAL INSTALLED, -----\$5,100.00**

**THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS.**

**\*\*WILL HAVE TO TEAR OFF SOME TRIM BEFORE ORDERING TO CHECK FRAME SIZES.**

SINCERELY,

WYATT AIKIN

ACCEPTED BY \_\_\_\_\_ DATE \_\_\_\_\_

		<b>Bids in progress</b>	<b>Active Bids</b>	<b>Closed Bids</b>	<b>Projects in progress</b>	<b>Projects Completed</b>
6/10/2025		1	0	14	0	14
Active	Department	Description	Budget Allocated	Status Update	Procurement Metrics	
In Progress	Public Works	Engineer Pool		Team is reviewing possibilities for ways to award contract		
No	Ambulance	(3) Power Load Devices	201,691	5/12 sent draft to dept for review; 5/9 received final estimate; 5/2 sent a contract use for to dept for review		
No	Road & Bridge	Chip Seal Aggregate	200,000	5/1 Bids open & under advisement; 4/30 bids are due; 4/4 bid goes live		
No	Road & Bridge	Road Striping & Paint	320,000	4/25 BOCC awarded contract to Idaho Traffic Safety		
No	Road & Bridge	Road Oil	713,255	4/14 approved piggyback PCHD contract with Idaho Asphalt Supply		
No	Detention Center	Diesel Generator/Fuel Tank	300,000 Project total	4/10 approved piggyback Sourcewell contract with Western States		
No	Road & Bridge	Hot Mix Asphalt	742,500	4/14 approved piggyback City of Pocatello contract with Mickelsen Construction, Inc		
No	Detention Center	Diesel Generator Installation	300,000 Project total	3/27 BOCC awarded contract to Pro Builders		
No	Road & Bridge	Magnesium Chloride	170,000	3/7 approved piggyback PCHD contract with Road Solutions, LLC		
No	Noxious Weed	Noxious Weed Chemicals	190,000	2/20 approved piggyback state contract with Wilbur Ellis		

\* Project in progress



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## Business Meeting Agenda Request Form

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Requestor Name:

Commission

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Discuss County Memorial Fund appropriation  
I.C. 65-101 and/or 65-103

Date of meeting being requested:

06/10/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

**BANNOCK COUNTY COMMISSIONERS**

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Requestor Name:

Jason Dixon

Department:

Clerk

Requestor Email:

jasond@bannockcounty.gov

Item(s) to be considered:

Discussion authorizing Chairman Hough to sign the closing documents for the Lander building at the title company and signature on subsequent resolution.

Date of meeting being requested:

06/10/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

In The Matter of AUTHORIZATION TO )  
SELL LANDER BUILDING/PROPERTY )

R.S. No 2025-40  
June 10, 2025

**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, the real property located at 746 East Lander, Pocatello, Idaho, is of no further use to the County;

and

WHEREAS, it was recommended to auction the property.

NOW THEREFORE, IT IS HEREBY RESOLVED that the above property is declared to be surplus, sold through auction with PrimeTime Auctions, and that the Chair, Jeff Hough, sign closing documents once sold.

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Ken Bullock, Member

ATTEST: \_\_\_\_\_  
Jason C. Dixon, Clerk

BANNOCK COUNTY COMMISSIONERS  
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Requestor Name:

Joanne Agnelli, Sr. Administrative Assistant

Department:

UI Bannock County Extension

Requestor Email:

jagnelli@bannockcounty.gov

Item(s) to be considered:

We would like to dispose the following items: two stationary chairs, approx. 20 years old, two 'steelcase' desks, one with overhead cabinet, one L-shape cubicle partition.

Date of meeting being requested:

06/10/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Nikki Ennis, County Chair









In the Matter of APPROVING )  
 MAY 2025 SALARIES )

R.S. No. 2025-35  
 June 10, 2025

### RESOLUTION

WHEREAS, salary approval forms, for the month of May 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>
05/06/2025	Haleigh Graham – Replacing Keith Lolofie Prosecutor – Victim Witness Coordinator	\$22.54/hr 05/12/2025
05/06/2025	Stefanee Welker – Replacing Annie Ritter Adult Probation & Pretrial – PT Pretrial Officer	\$22.54/hr 05/12/2025
05/08/2025	Clinton Whitley – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/02/2025
05/08/2025	Adrien Pena – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/02/2025
05/08/2025	Logan Kearsley – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/02/2025
05/08/2025	Vince Wilcutt – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/02/2025
05/08/2025	Sonja Simonsen – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/02/2025
05/08/2025	Shane Lindsay – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/02/2025
05/08/2025	Theleia Termaine – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/02/2025
05/08/2025	Cami Chopksi – Temp Event Center – Security Level 2 – Temp	\$25.00/hr 06/09/2025
05/08/2025	Stephen Shryock Jr – Temp Event Center – Security Level 2 – Temp	\$25.00/hr 06/09/2025
05/08/2025	Kellen Nelson – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/09/2025
05/08/2025	Aaron Keele – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/09/2025
05/08/2025	Bryce Spaulding – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/09/2025
05/08/2025	Jordan Simpson – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/09/2025
05/08/2025	Holly Youngker – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/09/2025
05/08/2025	Brantley Summers – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/09/2025
05/08/2025	Marie Lloyd – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/09/2025

05/08/2025	Tracy Page – Temp Event Center – Security Level 1 – Temp	\$15.00/hr 06/09/2025
05/08/2025	Barry Miranda – Replacing Nicholas Buell Event Center – Security Level 2 – Temp	\$25.00/hr 06/09/2025
05/08/2025	Camille Kennedy – Temp Event Center – Security Level 2 – Temp	\$25.00/hr 06/09/2025
05/27/2025	Jessica Torres – Job title correction District Court – Law Clerk	\$2506.40/biweekly 05/19/2025
05/27/2025	Autumn DeLand – Temp Event Center – Event Staff – Temp	\$15.00/hr 06/10/2025
05/27/2025	Charice Edmo – Temp rehire Event Center – Event Staff – Temp	\$15.00/hr 06/02/2025
05/27/2025	Jeannie Pena – Temp rehire Event Center – Event Staff – Temp	\$15.00/hr 05/11/2025
05/27/2025	Maxwell Bray – Nathan Broadhead Event Center – Assistant Parks Coordinator	\$19.68/hr 05/28/2025
05/27/2025	Eric Warr – Replacing Stephan Gordon Jail – Deputy Detention Division	\$23.00/hr 05/27/2025
05/27/2025	Courtnee Anderson – Intern Juvenile Justice/The Village – Intern	Unpaid 05/12/2025
05/27/2025	Kelsie Barker – Intern Prosecutor – Intern	Unpaid 05/28/2025
05/27/2025	Hannah Schaff – Replacing Alan Boehme Prosecutor – Deputy Prosecutor	\$3060.80/biweekly 06/02/2025
05/27/2025	Spencer Lindsey – Prosecutor – Deputy Prosecutor	\$3060.80/biweekly 05/27/2025
05/29/2025	Walker Lish – Part time Juvenile Detention – On-call Juvenile Detention Deputy	\$19.68/hr 06/16/2025
05/29/2025	Chelbie Pierce – Temp Event Center – Event Medic - Temp	\$15.00/hr 06/09/2025
05/29/2025	Melissa Morrow – Replacing Devin Roth Jail – Deputy Detention Division	\$23.00/hr 06/16/2025
05/29/2025	Devin Roth – Eli Schei Sheriff – Deputy Criminal Division	\$26.35/hr 06/14/2025

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Ken Bullock, Member

ATTEST: \_\_\_\_\_  
Jason C. Dixon, Clerk

In the Matter of APPROVING )  
MAY 2025 ALCOHOL LICENSES )

R.S. No. 2025-36  
 June 10, 2025

**RESOLUTION**

WHEREAS, in the month of May 2025, the following 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>
05/01/2025	ABW2025-005	\$20.00	Dan Argyle	Morrison/Argyle Wedding
05/06/2025	ABL2024-011	\$187.50	Senor Garcias Tex-Mex Grill Inc	Puerto Vallarta
05/08/2025	ABT2025-003	\$20.00	Sandpiper Restaurants	Sandpiper Pocatello
05/13/2025	ABL2025-002	\$287.50	Yellowstone Restaurant	The Yellowstone/ 313/The Union

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

\_\_\_\_\_  
 Ernie Moser, Member

\_\_\_\_\_  
 Ken Bullock, Member

ATTEST: \_\_\_\_\_  
 Jason C. Dixon, Clerk

In the Matter of DESIGNATING )  
COUNTY ROADS FOR STATE REIMBURSEMENT )

R.S. No. 2025-37  
June 10, 2025

**RESOLUTION**

WHEREAS, the following road(s) has/have been constructed to meet Bannock County Road and Bridge standards, is/are paved, and in good condition:

<u>Road</u>	<u>Length</u>	<u>Location</u>
Westfield Avenue	941 ft	Westfield Estates – Division 5
Yorkshire Lane	167 ft	Westfield Estates – Division 5
Devonshire Drive	1,013 ft	Westfield Estates – Division 4

and

WHEREAS, County Public Works Director Kiel Burmester has recommended it being in the best interest of Bannock County to add said road(s) to the County road system at this time; and

WHEREAS, Bannock County wishes to start receiving reimbursement from the Idaho Transportation Department for the total mileage added to the County road maintenance system; and

WHEREAS, in order to receive reimbursement, Bannock County must identify additions to the County road system and officially place them on the Bannock County road maintenance system;

NOW, THEREFORE, BE IT RESOLVED that Westfield Avenue, Yorkshire Lane, and Devonshire Drive are hereby identified as County roads and officially be placed on the Bannock County Road Maintenance System.

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Ken Bullock, Member

ATTEST: \_\_\_\_\_  
Jason C. Dixon, Clerk



Pocatello Office  
600 East Oak Street, Pocatello, ID 83201 | Tel: 208.234.0110 | Fax: 208.234.0111

Rio Vista Development, LLC  
158 S Main Street  
Pocatello, ID 83201

May 12, 2025

Bannock County Commission  
624 E Center St, Rm 101  
Pocatello, ID 83201

**RE: Road Dedication — Westfield Estates — Division 5**

Bannock County Commissioners,

Rio Vista Development, LLC has completed the construction and platting of the Westfield Estates — Division 5 located on Rio Vista Road. The following roads have been improved to meet Bannock County Road and Bridge standards:

<u>Road</u>	<u>Length</u>	<u>Location</u>
Westfield Avenue	914 feet	Westfield Estates — Division 5
Yorkshire Lane	167 feet	Westfield Estates — Division 5

Rio Vista Development, LLC has consulted with Bannock County Public Works Director, Kiel Burmester, for review. Rio Vista Development, LLC is requesting Bannock County to add these roads to the county road maintenance system.

Respectfully submitted,

Dannis Adamson, Managing Member  
Rio Vista Development, LLC



**Pocatello Office**  
600 East Oak Street, Pocatello, ID 83201 | Tel: 208.234.0110 | Fax: 208.234.0111

Rio Vista Development, LLC  
158 S Main Street  
Pocatello, ID 83204

May 12, 2025

Bannock County Commission  
624 E Center St, Rm 101  
Pocatello, ID 83201

**RE: Road Dedication — Westfield Estates — Division 4**

Bannock County Commissioners,

Rio Vista Development, LLC has completed the construction and platting of the Westfield Estates — Division 4 located on Siphon Road. The following road have been improved to meet Bannock County Road and Bridge standards:

Road	Length	Location
Devonshire Drive	1,013 feet	Westfield Estates — Division 4

Rio Vista Development, LLC has consulted with Bannock County Public Works Director, Kiel Burmester, for review. Rio Vista Development, LLC is requesting Bannock County to add these roads to the county road maintenance system.

Respectfully submitted,

Dannis Adamson, Managing Member  
Rio Vista Development, LLC

In the Matter of VACATING )  
 PORTIONS OF AUBREY DRIVE )  
 AND BURTON DRIVE IN THE )  
SUNNYGATE PARK SUBDIVISION )

R.S. No. 2025-38  
 June 10, 2025

### RESOLUTION

WHEREAS, a public hearing was held on May 27, 2025, at the hour of 11:15 a.m. in the chambers of the Bannock County Commissioners to consider the matter of a petition to vacate portions of Aubrey Drive and Burton Drive in the Sunnygate Park Subdivision.

WHEREAS, the Board heard evidence concerning the application and having considered the file and all evidence presented at the hearing, it hereby makes the following findings and conclusions:

### **FINDINGS, CONCLUSIONS OF LAW, AND DECISION**

**APPLICANT:** Greg Boettcher

**TYPE OF APPLICATION:** Petition for vacation of road right-of-way

**LOCATION OF PUBLIC RIGHTS-OF-WAY:** Portions of Aubrey Drive and Burton Drive

### **APPLICABLE LAW**

1. Bannock County Commissioners are authorized by Idaho Code Title 40, Chapter 2 and Idaho Code Title 50, Chapter 13 to abandon and vacate any highway or public right-of-way in the county system or grant such vacations of platted streets.
2. Pursuant to Idaho Code §67-6535(2), a decision must be in writing and accompanied by a reasoned statement that explains the criteria and standards considered relevant, states the relevant contested facts relied upon, and explains the rationale for the decision based on the applicable provisions of the comprehensive plan, relevant ordinance or statutory provisions, pertinent constitutional principles, and factual information contained in the record.
3. Findings of fact must include a concise and explicit statement of the underlying facts of record supporting the findings, a statement of available procedures and applicable time limits for seeking reconsideration or other administrative relief, be based exclusively on the evidence in the record of the officially noticed proceeding, and all parties served with a copy of the order with a proof of service. Idaho Code §67-5248.
4. Notification to the public, adjacent landowners, and operators of underground facilities must be made according to Idaho Code §40-203.
5. No public right-of-way or parts thereof shall be abandoned or vacated so as to leave any real property adjoining the public right-of-way without access to an established public right-of-way. Idaho Code §40-203(2).

R.S. 2025-38

Page 2

6. Pursuant to Idaho Code §50-311, ownership of the right-of-way property will revert to adjoining property owner(s).

### FINDINGS OF FACT

1. Applicant submitted an application on December 3, 2024, to request the County vacate public road rights-of-way in the Sunnysgate Park Subdivision of portions of Aubrey Drive and Burton Drive. This subdivision was never fully developed and parcels have been taken by tax deed over the years.
2. The location of the rights-of-way are within and under the jurisdiction of Bannock County, Idaho.
3. Notification of the public hearing to adjoining property owners and underground utilities was made via certified mail, and the public hearing notice was published on April 26, May 10, and May 17, 2025.
4. The public hearing was held on May 27, 2025.
5. There were no objections from nearby property owners or underground utilities via oral or written testimony. County staff had no objections as well.
6. The road rights-of-way proposed for vacation are not currently used or maintained by the County as public rights-of-way. The County does not plan to maintain the subject rights-of-way.
7. No access to federal or state land will be denied if the Petition is approved.
8. As a result of vacation, no property will be without access to an established public right-of-way.
9. Ownership of the vacated rights-of-way would revert to the adjoining lot owners, one-half of each right-of-way from the center line to each side of the right-of-way.

### CONCLUSIONS OF LAW

Vacation of the proposed public right-of-way is in the public interest, pursuant to Idaho Code §40-203(1)(h).

### DECISION

**NOW, THEREFORE, BE IT RESOLVED**, based on the foregoing Findings of Fact and Conclusions of Law, pursuant to Idaho Code Title 40, Chapter 2 and Idaho Code Title 50, Chapter 13, that the petition for vacation of the portions of Aubrey Drive and Burton Drive, as described in the legal descriptions attached as Exhibit A, is hereby approved and the ownership of the vacated rights-of-way shall revert to the owners of the adjoining lots, between the lot lines of each lot from the center line of each vacated right-of-way to the respective lot line.

R.S. 2025-38

Page 3

**\*\*Appeal Rights\*\***

Pursuant to Idaho Code §§ 40-203(1)(k) and 67-6535(2)(b), an applicant or affected person seeking judicial review of this decision must first seek reconsideration of the final decision within fourteen (14) days. The written reconsideration request must identify specific deficiencies in this decision for which reconsideration is sought. A written decision whether the reconsideration was affirmed, reversed, or modified must be provided to the applicant or affected person within sixty (60) days of receipt of the request for reconsideration or the request is deemed denied. The twenty-eight (28) day time frame for seeking judicial review is tolled until the date of the written decision regarding reconsideration or the expiration of the sixty (60) day reconsideration period, whichever occurs first.

## BOARD OF BANNOCK COUNTY COMMISSIONERS

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Jeff Hough, Chair

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Ernie Moser, Member

---

Ken Bullock, Member

ATTEST:

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Jason C. Dixon, Clerk

R.S. 2025-38

Page 4

**PROOF OF SERVICE**

I hereby certify that a copy of this Resolution and Decision was sent to:

Andrews, Russell C  
937 S Quail Ridge  
Benson, AZ 85602

Boettcher, Greg  
641 Lochsa Rd  
Twin Falls, ID 83301

CNG Idaho LLC  
PO Box 11  
Pocatello, ID 83204

Dahlberg, Susan L  
651 Lochsa Rd  
Twin Falls, ID 83301

Denning, Jake Daniel  
223 N 4300 E  
Rigby, ID 83442

Eckert, Rodney  
457 Green Creek Rd  
Cottonwood, ID 83522

Evans, Karen M  
2059 N Justin Way  
Meridian, ID 83646

Hill, Joseph N  
C/O Hill Family Trust  
2689 N 250 E  
Ogden, UT 84414

Kirk, Chris  
Po Box 521  
Inkom, ID 83245

Moltich, C R  
3081 Mt Hwy 287  
Sheridan, MT 59749

Net Prophet LLC  
146 E Chubbuck Rd, Ste C  
Chubbuck, ID 83202

State of Idaho  
3311 W State St  
Boise, ID 83703

TDF LLC  
C/O Devin Petersen  
282 S 200 W  
Hyrum, UT 84319

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Management Assistant – Bannock County

R.S. 2025-38

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**EXHIBIT A**

**VACATION OF PORTION OF AUBREY DRIVE  
SUNNYGATE PARK**

A parcel of land located in the Southwest 1/4 of Section 19, Township 7 South, Range 36 East, Boise Meridian, being ALL of that portion of Aubrey Drive, as depicted on Sunnygate Park, a subdivision recorded in the records of Bannock County Idaho, as instrument no. 3911351, lying between lots 31 through 42, of Block 4, more particularly described as follows:

**BEGINNING** at the Southwest corner of Lot 31, Block 4, Sunnygate Park Subdivision, the same being a point on the Northerly Right of Way of Aubrey Drive, and running thence along said Northerly Right of Way for the following three (3) courses:

- (1) Thence North 76°04'59" East, a distance of 31.89 feet;
- (2) Thence South 86°00'48" East, a distance of 742.63 feet;
- (3) North 80°58'00" East, a distance of 125.20 feet to the Southeast corner of Lot 42, Block 4, Sunnygate Park subdivision;

Thence leaving said Northerly Right of Way, South 17°58'57" East, a distance of 50.62 feet to the Northeast corner of Lot 6, Block 1 of Sunnygate Park 1st. Addition subdivision (Inst. No. 393329), the same being a point on the Southerly Right of Way of Aubrey Drive, and running thence along said Southerly Right of Way for the following two (2) courses:

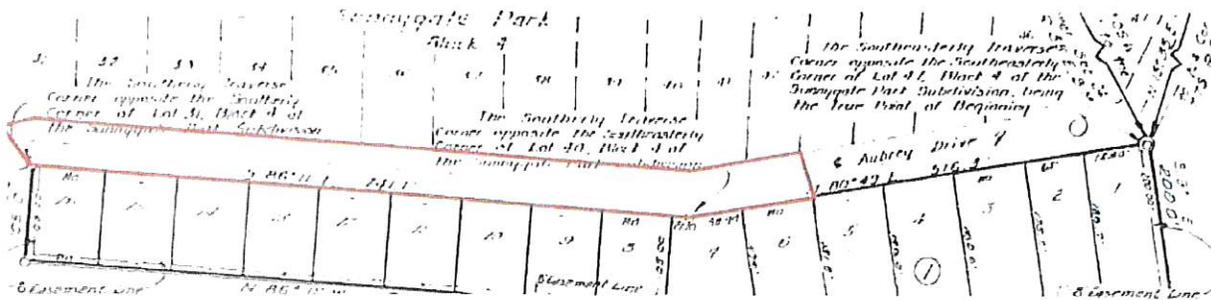
- (1) Thence South 80°58'00" West, a distance of 138.78 feet;
- (2) Thence North 86°00'48" West, a distance of 740.46 feet to the Northwest corner of Lot 16, Block 1 of Sunnygate Park 1st. Addition;

Thence leaving said Southerly Right of Way, North 39°34'13" West, a distance of 55.47 feet to the Southwest corner of Lot 31, Block 4, Sunnygate Park Subdivision,

**THE TRUE POINT OF BEGINNING.**

**COMPRISING 1.02 ACRES MORE OR LESS**





VACATION OF PORTION OF AUBREY DRIVE  
SUNNYGATE PARK



R.S. 2025-38

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**VACATION OF A PORTION OF BURTON DRIVE  
SUNNYGATE PARK**

A parcel of land located in the Northwest 1/4 of Section 19, Township 7 South, Range 36 East, Boise Meridian, being ALL of that portion of Burton Drive, as depicted on Sunnygate Park, a subdivision recorded in the records of Bannock County Idaho, as instrument no. 3911351, lying between lots 4, 5 & 6 of Block 9 and lots 4, 5, & 6 of Block 7, more particularly described as follows:

**BEGINNING** at the Northwest corner of Lot 6, Block 7, Sunnygate Park Subdivision, the same being a point on the Southerly Right of Way of Burton Drive, and running thence North  $0^{\circ}11'49''$  West, a distance of 50.08 feet, to the Southwest corner of Lot 6, Block 9, of said Subdivision, also being a point on the Northerly Right of Way of Burton Drive;

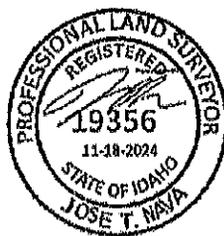
Thence along said Northerly Right of Way, North  $86^{\circ}38'19''$  East, a distance of 240.09 feet, to the Southeast corner of Lot 4, Block 9, Sunnygate Park Subdivision;

Thence leaving said Northerly Right of Way, South  $0^{\circ}15'26''$  East, a distance of 50.07 feet to the Northeast corner of Lot 4, Block 7, Sunnygate Park Subdivision, the same being a point on the Southerly Right of Way of Burton Drive;

Thence along said Right of Way, South  $86^{\circ}38'19''$  West, a distance of 240.14 feet More or Less to the Southwest corner of Lot 6, Block 7, Sunnygate Park Subdivision,

**THE TRUE POINT OF BEGINNING**

**COMPRISING 0.28 ACRES MORE OR LESS**





VACATION OF A PORTION OF BURTON DRIVE  
SUNNYGATE PARK



In the Matter of VACATING )  
 EASEMENTS IN THE )  
CHILTON SUBDIVISION )

R.S. No. 2025-39  
 June 10, 2025

**RESOLUTION**

WHEREAS, a public hearing was held on May 27, 2025, at the hour of 11 a.m. in the chambers of the Bannock County Commissioners to consider the petition to vacate easements on land owned by Michael Fallert, David Decato, Todd Trumbull, Jared Scow, Kristopher Knight, Gary Purrington, and Lonnie Adams.

WHEREAS, the Board heard evidence concerning the application and having considered the file and all evidence presented at the hearing, it hereby makes the following findings and conclusions:

**FINDINGS, CONCLUSIONS OF LAW, AND DECISION**

**APPLICANT:** Michael Fallert

**TYPE OF APPLICATION:** Petition for vacation of easements

**LOCATION OF EASEMENTS:** The fifty-foot easement named Promise Lane that runs across the north side of Lot 10, Block 1; and an unnamed fifty foot easement on the east side of the Chilton Subdivision that runs across Lots 1 and 2 of Block 2, and Lots 6, 7, 8, 9, and 10 of Block 1, Chilton Subdivision, Bannock County, Idaho, as the same appears on the Official Plat thereof, recorded November 24, 1978, as Instrument No. 613534

**APPLICABLE LAW**

1. Bannock County Commissioners are authorized by Idaho Code Title 40, Chapter 2 and Idaho Code Title 50, Chapter 13 to abandon and vacate any highway or public right-of-way in the county system or grant such vacations of platted easement or streets.
2. Idaho Code §50-1325 provides: Easements — Vacation of. Easements shall be vacated in the same manner as streets.
3. Idaho Code §40-203(4)(c) provides: When a county is to consider the abandonment or vacation of any private right-of-way that was accepted as part of a recorded platted subdivision, said abandonment or vacation shall be accomplished pursuant to the provisions of chapter 13, title 50, Idaho Code.
4. Idaho Code §50-1306A(5) provides: In the case of easements granted for gas, sewer, water, telephone, cable television, power, drainage, and slope purposes, public notice of intent to vacate is not required. Vacation of these easements shall occur upon the recording of the new or amended plat, provided that all affected easement holders have been notified by first class mail, certified mail, or certified mail with return receipt of the proposed vacation and have agreed to the same in writing.
5. Idaho Code 40-203(3) In the event of abandonment and vacation, rights-of-way or easements shall be reserved for the continued use of existing sewer, gas, water, or similar pipelines and

R.S. 2025-39

Page 2

appurtenances, or other underground facilities as defined in section 55-2202, Idaho Code, for ditches or canals and appurtenances, and for electric, telephone and similar lines and appurtenances.

6. Pursuant to Idaho Code §67-6535(2), a decision must be in writing and accompanied by a reasoned statement that explains the criteria and standards considered relevant, states the relevant contested facts relied upon, and explains the rationale for the decision based on the applicable provisions of the comprehensive plan, relevant ordinance or statutory provisions, pertinent constitutional principles, and factual information contained in the record.
7. Findings of fact must include a concise and explicit statement of the underlying facts of record supporting the findings, a statement of available procedures and applicable time limits for seeking reconsideration or other administrative relief, be based exclusively on the evidence in the record of the officially noticed proceeding, and all parties served with a copy of the order with a proof of service. Idaho Code §67-5248.
8. Notification to the public, adjacent landowners, and operators of underground facilities must be made according to Idaho Code §40-203.
9. No public right-of-way or parts thereof shall be abandoned or vacated so as to leave any real property adjoining the public right-of-way without access to an established public right-of-way. Idaho Code §40-203(2).
10. Pursuant to Idaho Code §40-203(5), a public right-of-way shall be deemed abandoned if the evidence shows:
  - (a) That said highway or public right-of-way was created solely by a particular type of common law dedication, such as a dedication based upon a plat or other document that was not recorded in the official records of an Idaho county;
  - (b) That said highway or public right-of-way is not located on land owned by the United States or the state of Idaho nor on land entirely surrounded by land owned by the United States or the state of Idaho nor does it provide the only means of access to such public lands; and
  - (c) (i) That said highway or public right-of-way has not been used by the public and has not been maintained at the expense of the public in at least three (3) years during the previous fifteen (15) years; or  
(ii) Said highway or right-of-way was never constructed and at least twenty (20) years have elapsed since the common law dedication.
10. Pursuant to Idaho Code §50-1320, Vesting of Title on Vacation, the part so vacated, if it be a lot or tract, shall vest in the rightful owner, who may have the title thereof according to law.

### FINDINGS OF FACT

1. Applicant submitted an application on December 2, 2024, to request the County vacate easements in the Chilton Subdivision. The official plat was recorded November 24, 1978, as Instrument No. 613534. The easements have never been used or developed.
2. The location of the subdivision and easements are within and under the jurisdiction of Bannock County, Idaho.

R.S. 2025-39

Page 3

3. Notification of the public hearing was sent to adjoining property owners and public utilities and the public hearing notice was published on April 19, May 3 and May 10, 2025.
4. The public hearing was held on May 27, 2025.
5. One written comment objecting the vacation was received prior to the hearing and oral testimony was heard. County staff had no objections.
6. The easements requested for vacation are not currently used or maintained by the County as a public right-of-way. The County does not plan to maintain the easement or develop any roads in said easement. No public utilities have been installed in said easements.
7. No access to federal or state land will be denied if the Petition is approved.
8. As a result of vacation, no property will be without access to an established public right-of-way.
9. The easements requested to be vacated are located across several owners' property, all of which have consented to vacation.
10. Ownership of the land holding the vacated easements would remain vested in the underlying fee owner of each respective lot.

### CONCLUSIONS OF LAW

Vacation of the proposed road easements is in the public interest, pursuant to Idaho Code §40-203(1)(h) and (6).

### DECISION

**NOW, THEREFORE, BE IT RESOLVED**, based on the foregoing Findings of Fact and Conclusions of Law, pursuant to Idaho Code Title 40, Chapter 2 and Idaho Code Title 50, Chapter 13, the petition for vacation of the road easements described above is hereby granted and ownership remains with the lot owner. The utility easements will remain, pursuant to Idaho Code §§40-203(3) and 50-1306A(5).

### **\*\*Appeal Rights\*\***

Pursuant to Idaho Code §§ 40-203(1)(k) and 67-6535(2)(b), an applicant or affected person seeking judicial review of this decision must first seek reconsideration of the final decision within fourteen (14) days. The written reconsideration request must identify specific deficiencies in this decision for which reconsideration is sought. A written decision whether the reconsideration was affirmed, reversed, or modified must be provided to the applicant or affected person within sixty (60) days of receipt of the request for reconsideration or the request is deemed denied. The twenty-eight (28) day time frame for seeking judicial review is tolled until the date of the written decision regarding reconsideration or the expiration of the sixty (60) day reconsideration period, whichever occurs first.

R.S. 2025-39

Page 4

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

**PROOF OF SERVICE**

I hereby certify that a copy of this Resolution and Decision was sent to:

SCOW, JARED 11706 N NELSON LN POCATELLO, ID 83202	TRUMBULL, TODD M 11744 N NELSON LN POCATELLO, ID 83202	ROSEBOROUGH, EMILY 14494 W PROMISE LN POCATELLO, ID 83202	RIO VISTA LAND LLC 158 S MAIN ST POCATELLO, ID 83204
KNIGHT, KRISTOPHER 11678 N NELSON LN POCATELLO, ID 83202	FALLERT, MICHAEL 11812 N NELSON LN POCATELLO, ID 83202	SUTTON, MATTHEW A 11662 N KIND RD POCATELLO, ID 83202	BROOKSTONE LLC 158 S MAIN ST POCATELLO, ID 83204
ANDERSON, DELANE 14456 E PROMISE LN POCATELLO, ID 83202	PURRINGTON, GARY W 11612 N NELSON LN POCATELLO, ID 83202	PERKINS, SHARON A 11820 N HONESTY LN POCATELLO, ID 83202	ADAMS, LONNIE E 7305 224TH AVE NE REDMOND, WA 98053
GUNN, MIGUEL E 11791 N NELSON POCATELLO, ID 83202	LEGACY 11 LLC 146 E CHUBBUCK RD STE C CHUBBUCK, ID 83202	CAHOON, DEE R 11889 N HONESTY LN POCATELLO, ID 83202	MILLER, PAUL 11620 N FAITH LN POCATELLO, ID 83202
CLINKSCALES, STEVE 11636 N KIND LN POCATELLO, ID 83202	KANON FAMILY TRUST 11877 N NELSON LN POCATELLO, ID 83202	DECATO, DAVID C 11968 NELSON POCATELLO, ID 83201	

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Management Assistant – Bannock County

## BANNOCK COUNTY PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN THAT THE BANNOCK COUNTY BOARD OF COMMISSIONERS will conduct a public hearing on Tuesday, July 22, 2025, at 11:00 a.m. in the Bannock County Courthouse, Room 212, Pocatello, Idaho.

TOPIC OF THE MEETING:

ZONING ORDINANCE MAP AMENDMENT/REZONE: Jeremy Manska for G3B, LLC, proposes the redesignation of approximately 4.14 acres of land from Residential Suburban to Light Industrial on the Zoning Map. The subject property is located at 17488 W. Chubbuck Road, Chubbuck, Idaho, and identified as parcel RPR3853006700.

Planning and Development Council recommends approval of the application.

Oral and/or written testimony concerning this issue will be taken at the public hearing. Written testimony may be submitted to Bannock County Commissioners, 624 East Center, Room 101, Pocatello, ID 83201, or via email at: [commission@bannockcounty.gov](mailto:commission@bannockcounty.gov) prior to the meeting.

The application and recommendation of Planning Council are available at [www.bannockcounty.gov](http://www.bannockcounty.gov) or can be requested through the email above. Questions regarding the proposed ordinance amendment or the process can be addressed by the Planning and Development Department at 208-236-7230.

If any person requires special assistance or accommodation to participate in this hearing, please call (208) 236-7210 to make the necessary arrangements prior to the public hearing.

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

\_\_\_\_\_  
Ernie Moser, Commissioner

\_\_\_\_\_  
Ken Bullock, Commissioner

ATTEST: \_\_\_\_\_  
Jason C. Dixon, Clerk

Publication Dates: June 14 and 28, 2025

## BANNOCK COUNTY PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN THAT THE BANNOCK COUNTY BOARD OF COMMISSIONERS will conduct a public hearing on Tuesday, July 22, 2025, at 11:15 a.m. in the Bannock County Courthouse, Room 212, Pocatello, Idaho.

### TOPIC OF THE MEETING:

1. ZONING ORDINANCE TEXT AMENDMENT- Spot Change – Bannock County proposes textual changes to Section 394.6 General Provisions to allow a minimum area of 640 acres, plus or minus 10%, rather than 750 acres for Master Planned Community Zones.

Oral and/or written testimony concerning this topic will be taken at the public hearing. Written testimony may be submitted to Bannock County Commissioners, 624 East Center, Room 101, Pocatello, ID 83201, or via email at: [commission@bannockcounty.gov](mailto:commission@bannockcounty.gov) prior to the meeting.

The proposed ordinance change is available at [www.bannockcounty.gov](http://www.bannockcounty.gov) or can be requested through the email above. Questions regarding the proposed ordinance amendment or the process can be addressed by the Planning and Development Department at 208-236-7230.

If any person requires special assistance or accommodation to participate in this hearing, please call (208) 236-7210 to make the necessary arrangements prior to the public hearing.

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

\_\_\_\_\_  
Ernie Moser, Commissioner

\_\_\_\_\_  
Ken Bullock, Commissioner

ATTEST: \_\_\_\_\_  
Jason C. Dixon, Clerk

Publication Dates: June 14 and 28, 2025



**BANNOCK COUNTY COMMISSIONERS**  
 624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363

**ERNIE MOSER**  
 Commissioner  
 1st District

**JEFF HOUGH**  
 Commissioner  
 2nd District

**KEN BULLOCK**  
 Commissioner  
 3rd District

## Business Meeting Agenda Request Form

*The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.*

Requestor Name:

Randy Hobson

Department:

Assessor

Requestor Email:

randyh@bannockcounty.gov

Item(s) to be considered:

2023 & 2024 Tax Cancellation

Date of meeting being requested:

06/10/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Anita Hymas



**BANNOCK COUNTY  
ASSESSOR'S OFFICE**

130 N. 6TH AVE., Pocatello, ID 83201  
P.O. Box 4969, Pocatello, ID 83205

**ANITA HYMAS**  
Assessor

Phone: (208) 236-7260  
Fax: (208) 232-7074

June 10, 2025

Honorable Commissioners  
Jeff Hough, Chairman  
Bannock County Courthouse  
Pocatello, Idaho 83205

Honorable Commissioners:

Please allow the following property tax cancellations pertaining to the **2023 & 2024 property tax roll**. Calculations are to be completed by the Bannock County Treasurer using the appropriate levy and the following market value. Any request for tax cancellation will be accompanied with an explanation for each individual parcel. This request for tax cancellation does not affect the certified market value. Idaho Code 63-1302

PARCEL NUMBER	OWNER	EXPLANATION	MARKET VALUE CANCELLATION
<b>2024</b>			
RPRCCAM000401	Rainsdom, Adam	HEX not applied	\$125,000
RPRPSM2000701	Wagner, Matthew	HEX not applied	\$125,000
MHMHCM1002503	Atkinson, Jeffrey	HEX not applied	\$7,805
RPRPHL3001900	Dahl, Anna	HEX removed in error	\$125,000
<b>2023</b>			
RPRPSM2000701	Wagner, Matthew	HEX not applied	\$125,000

Sincerely,

Anita Hymas  
Bannock County Assessor  
CC: TRSR; FILE

**BANNOCK COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

6-10-25



## BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNE MOSER  
 Commissioner  
 1st District

JEFF HOUGH  
 Commissioner  
 2nd District

KEN BULLOCK  
 Commissioner  
 3rd District

## Business Meeting Agenda Request Form

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Requestor Name:

Lori Spencer

Department:

District VI Juvenile Detention

Requestor Email:

lorir@bannockcounty.gov

Item(s) to be considered:

Food Service Agreement Contract

We have to renew our food service agreement with the Jail annually

Date of meeting being requested:

06/10/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Agreement

Contract/Agreement Begin Date:

07/01/2025

Contract/Agreement End Date:

06/30/2026

List of additional attendees:

None

# Food Service Agreement Contract

THIS AGREEMENT is made and entered into between BANNOCK COUNTY JAIL/CBM  
and D6JDC (NSLP Sponsor)

WHEREAS the BANNOCK CTY JAIL/CBM \_\_\_\_\_ agrees to supply unitized meals (inclusive, exclusive) of milk to  
(Meal Provider) (Circle one)

D6JDC \_\_\_\_\_ for the rates herein listed:  
(NSLP Sponsor)

Breakfast....\$ 2.40 _____ each	Lunch ..... \$ 2.40 _____ each
Snacks .....\$ _____ each	Supper ....\$ 2.40 _____ each

It is further agreed that BANNOCK CTY JAIL/CBM \_\_\_\_\_ pursuant to the provisions of the Code of Federal Regulations  
(Meal Provider)

(CFR 210) for the National School Lunch Program will assure that said meals meet the minimum meal pattern requirements as to components and portion sizes, and will maintain full and accurate records that the D6JDC \_\_\_\_\_  
(NSLP Sponsor)

needs to fulfill its responsibility to document the purchase and provision of reimbursable meals. Records include but are not limited to copies of standardized recipes, copies of CN labels and production records which contain the amount of food prepared, portion sizes planned and daily number of meals delivered by type.

Daily production records must accompany all purchased meals provided to the D6JDC \_\_\_\_\_  
(NSLP Sponsor)

BANNOCK CTY JAIL/CBM \_\_\_\_\_ also agrees to retain any other records required under the preceding clause for the current  
(Meal Provider)  
year plus the previous 3 years (or longer, if an audit is in progress) for the meals provided under this agreement and upon request, to make all accounts and records pertaining to the Program available to representatives of the U.S. Department of Agriculture (USDA) and the General Accounting Office (GOA) for audit or administrative review at a reasonable time and place.

This agreement shall be effective from 07 / 01 / 25 to 06 / 30 / 26 . It may be terminated by notice in writing given by either party hereto to the other, at least 30 days prior to the date of termination.

The D6JDC \_\_\_\_\_ legal council \_\_\_\_\_ has approved the contents of this contract. \_\_\_\_\_  
(NSLP Sponsor) (name of legal representative) (initials)

IN WITNESS WHEREOF the parties hereto have executed this agreement as of the dates indicated below:

[Signature]  
Meal Provider-CBM Food Services

[Signature]  
NSLP Food Program Sponsor

\_\_\_\_\_  
Title Commissioner

D6JDC Director  
Title

6.10.25  
Date

6-30-25  
Date

Location of food preparation center (s): BANNOCK COUNTY JAIL

BANNOCK COUNTY COMMISSIONERS  
621 E. Center, Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER  
Commissioner  
1st District

JEFF HOUGH  
Commissioner  
2nd District

KEN BULLOCK  
Commissioner  
3rd District

**AGENDA REQUEST FORM**

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at [208-236-7210](tel:208-236-7210), three to five working days before the meeting.

**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Tereca Argyle / Sheriff's Office

**Item to be considered/background:**

2025 Forest Service Operation Plan Modification - Increase in Funding

**How much time will be needed? Meeting date requested:**

Signature Only 6/10/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Signature Only

**Please include any supporting documents with your Agenda Session Request Form.**

Commissioner Office Only:  
Date: 6/10/25 Time: \_\_\_\_\_



USDA Forest Service

OMB 0596-0217  
FS-1500-19

MODIFICATION OF GRANT OR AGREEMENT		PAGE	OF PAGES
		1	10
1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 23-LE-11041500-015	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 002	
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Region 4 Grants & Agreements 324 25 <sup>th</sup> St. Ogden, UT 84401		5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Caribou-Targhee National Forest Supervisor's Office 1405 Hollipark Dr. Idaho Falls, ID 83401	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Bannock County Sheriff 5800 S 5 <sup>th</sup> Ave Pocatello, ID 83204-2205		7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):	
<b>8. PURPOSE OF MODIFICATION</b>			
CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.		
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:		
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Increase obligations by \$5,000.00 from \$0.00 to \$5,000.00		
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:		
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): Update Exhibit A to incorporate 2025 Operating and Financial Plan. See Block 9.		
<b>Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.</b>			
9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed): Provisions of the agreement are modified as follows:  Update Exhibit A for 2025 Operating and Financial Plan			
<b>10. ATTACHED DOCUMENTATION (Check all that apply):</b>			
<input type="checkbox"/>	Revised Scope of Work		
<input type="checkbox"/>	Revised Financial Plan		
<input checked="" type="checkbox"/>	Other: Operating & Financial Plan		



USDA Forest Service

OMB 0596-0217  
FS-1500-19**11. SIGNATURES**

**AUTHORIZED REPRESENTATIVE:** BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. SIGNATURE	11.B. DATE SIGNED 6/10/25	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	
11.E. NAME (type or print): JEFF HOUGH	11.F. NAME (type or print): MEL BOLLING		
11.G. TITLE (type or print): Chair, Bannock County Board of Commissioners	11.H. TITLE (type or print): Forest Supervisor Caribou-Targhee National Forest		
11.A. SHERIFF SIGNATURE <i>Tony A. Manu</i> 5/29/25	11.B. U.S. Forest Service Signature		
(Signature of Signatory Official)	(Signature of Signatory Official)		
11.E. NAME (type or print): TONY MANU	11.F. NAME (type or print): LARRY HALL		
11.G. TITLE (type or print) Sheriff Bannock County	11.H. TITLE (type or print): Special Agent in Charge, Region 4 U.S. Forest Service		

**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:  Digitally signed by LUCAS KNOWLES LUCAS KNOWLES Date: 2025.05.22 11:51:05 -06'00' <hr/> LUCAS KNOWLES U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED
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USDA Forest Service

OMB 0596-0217  
FS-1500-19**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

		<b>Forest Service</b> U.S. DEPARTMENT OF AGRICULTURE	FS-1500-8a (VER. 05/24) OMB No. 0596-0217 EXP: 05/31/2027
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FS Agreement No. 23-LE-11041500-015

Cooperator Agreement No. \_\_\_\_\_

**EXHIBIT A**

**COOPERATIVE LAW ENFORCEMENT OPERATING & FINANCIAL PLAN**  
**Between**  
**BANNOCK COUNTY SHERIFF**  
**And the**  
**USDA, FOREST SERVICE**  
**CARIBOU-TARGHEE NATIONAL FOREST**

**2025 OPERATING AND FINANCIAL PLAN**

This Financial and Operating Plan (Operating Plan), is hereby made and entered into by and between Bannock County Sheriff, hereinafter referred to as "Cooperator," and the United States Department of Agriculture (USDA), Forest Service, Caribou-Targhee National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #23-LE-11041500-015. This Operating and Financial Plan is made and agreed to as of the last signature date on the Cooperative Law Enforcement Agreement and is in effect through December 31, 2027, unless modified during the annual review.

Previous Year Carry-over: \$0.00  
 Current FY 2025 Obligation: \$5,000.00  
**FY Total Operating Plan: \$5,000.00**

**I. GENERAL:**

A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Tony Manu, Sheriff 5800 S. 5 <sup>th</sup> Avenue Pocatello, ID 83204 Telephone: 208-236-7111 Email: sheriff@bannockcounty.gov	Jeremy Taysom, Lieutenant 5800 S. 5 <sup>th</sup> Avenue Pocatello, ID 83204 Telephone: 208-236-7122 Email: JTaysom@bannockcounty.gov

		<b>Forest Service</b> U.S. DEPARTMENT OF AGRICULTURE	FS-1500-8a (VER. 05/24) OMB No. 0596-0217 EXP: 05/31/2027
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**Principal U.S. Forest Service Contacts:**

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Rayce Angell, Patrol Captain Idaho/Wyoming Zone 1405 Hollipark Drive Idaho Falls, ID 83401 Telephone: 208-557-5959 Email: Rayce.Angell@usda.gov	Lucas Knowles Grants Management Specialist Region 4 North Zone 324 25 <sup>th</sup> St. Ogden, UT 84401 Telephone: 385-832-9834 Email: Lucas.Knowles@usda.gov
Gerald Youngblood Law Enforcement Officer 4350 Cliffs Drive Pocatello, ID 83204 Telephone: 208-236-7544 Email: Gerald.Youngblood@usda.gov	Ragan Hall Supervisory Administrative Specialist Region 4 Law Enforcement & Investigations 324 25 <sup>th</sup> St. Ogden, UT 84401 Telephone: 801-625-5780 Email: Ragan.Hall@usda.gov

- B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

Wages: at the prevailing rate plus fringe benefits for the individual officer.  
 Vehicle Mileage: at the prevailing rate.

**II. PATROL ACTIVITIES:**

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

1. Patrol on following U.S. Forest Service roads:

N/a

2. Patrol in the following campgrounds, developed sites, or dispersed areas:

Scout Mountain Recreation Area, Inman Canyon Parking Lot, dispersed camping areas in south, east, and west Mink Creek and Gibson Jack locations.

Total reimbursement for this category shall not exceed the amount of: \$5,000.00.



### III. DISPATCHING:

- A. Provide frequency access and dispatch services for Forest Service Agents and Law Enforcement Officers for the period of the plan.

### IV. TRAINING:

*See Cooperative Law Enforcement Agreement Provisions IV-K for additional information.*

### V. EQUIPMENT:

*See Cooperative Law Enforcement Agreement Provisions IV-K, IV-L, and IV-M for additional information.*

Total reimbursement for this category shall not exceed the amount of: \$0.00.

### VI. SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Operating Plan. The designated representative will then notify the cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Operating Plan.
1. Drug Enforcement: This will be handled on a case-by-case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.
  2. Fire Emergency: During emergency fire suppression situations and upon request by the U.S. Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the U.S. Forest Service will specify times and schedules. Upon concurrence of the local patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals. **See Addendum A.**

		<b>Forest Service</b> U.S. DEPARTMENT OF AGRICULTURE	FS-1500-8a (VER. 05/24) OMB No. 0596-0217 EXP: 05/31/2027
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3. **Group Gatherings:** This includes but is not limited to situations which are normally unanticipated, or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a U.S. Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated, or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

#### VII. BILLING FREQUENCY:

*See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.*

- A. Billing frequency is no more than quarterly and no longer than annually. Cooperator is approved to submit lump sum billing once all expenditures are complete for the operating period. The U.S. Forest Service will make payment for project costs upon receipt of an invoice and completed Form FS-5300-5, Cooperative Law Enforcement Activity Report. Each correct invoice shall display Cooperator actual expenditures to date. The invoice should be forwarded as follows, with preference on e-mail:

**Send original invoice to:**

USDA Forest Service  
 Albuquerque Service Center  
 Payments – G&A  
 101B Sun Ave NE  
 Phone: (877) 372-7248  
 FAX: (877) 687-4894  
 Email : sm.fs.asc\_ga@usda.gov

**Send invoice copy and FS-5300-5 to:**

Rayce Angell  
 U.S. Forest Service  
 Email: rayce.angell@usda.gov  
 and  
 Gerald Youngblood  
 U.S. Forest Service  
 Email: gerald.youngblood@usda.gov

- B. The following is a breakdown of the total estimated costs associated with this Operating Plan.

Category	Estimated Costs
Patrol Activities	\$5,000.00
Training	
Equipment	
Special Enforcement Situations	
<b>Total</b>	<b>\$5,000.00</b>

		Forest Service U.S. DEPARTMENT OF AGRICULTURE	FS-1500-8a (VER. 05/24) OMB No. 0596-0217 EXP: 05/31/2027
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- C. Any remaining funding in this Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-C.*

### Addendum A

#### **U.S. Forest Service Fire Emergency Language & Billing Protocol Coop Law Enforcement Agreements / Operating & Financial Plan**

##### **Fire Emergencies:**

During fire emergencies, the U.S. Forest Service will reimburse the County for actual costs incurred while the County is providing assistance requested by either the Agency Administrator or Incident Commander.

Reimbursement for personnel wages and services are based upon the information in the resource order and must identify the number of roadblocks, number of personnel required, hours and time frame required and must be ordered by the Incident Commander or Agency Administrator. A copy of the resource order generated for the request for assistance will be provided by the U.S. Forest Service dispatch to the County. It is critically important that the Incident Management Team, Agency Administrator, and the Sheriff/County Official agree to what emergency services are needed and listed in the Resource Order and Incident Action Plans for each day until this resource is no longer required.

Upon request of the Agency Administrator or Incident Commander, a County designated Liaison(s) to the fire incident(s) may be established. The liaison will be requested via an incident resource order. The liaison(s) primary duties, on behalf of the County Sheriff, will be to attend public meetings, planning and Incident Command meetings. Eligible costs for reimbursement will include personnel time.

If meals and lodging are required for county officials, authorization must be documented using the standard fire meals and lodging authorization forms provided by the host fire unit. Cooperator personnel directly assigned to the incident by a resource order will be entitled to meals that are provided on the incident.

Administrative support (e.g. posting incident time, delivering meals, bill preparation, etc.) will be reimbursed on an actual cost basis. The County will prepare and submit an itemized accounting of actual cost as part of the reimbursement request.

What is not eligible for reimbursement?

1. Law enforcement duties that are within the normal jurisdictional responsibilities such as enforcement, patrols, evacuation. 2. Automotive repairs, tires, and services are covered in the prevailing wage rate as identified in the OP Provision I. B.

##### **Billing Protocol:**

Documentation required to be submitted by the County to the FS for payment processing:

- Resource Order. Resource order will state what kind of assistance is ordered, how many people requested, and the time period for the services as ordered by the IC or Agency Administrator.
- Copy of Cooperative Law Enforcement Agreement and Operating & Financial Plan.
- UEI number.
- Active status in System for Award Management (SAM).
- Tax ID number.
- Breakout of actual costs:
  - Salary – Daily Crew Time Reports, Payroll summary by hours per day or timesheets of personnel.
  - Supplies – Copies of receipts with date and description of items purchased and FS authorization (S# or FS Signature) for purchase.
  - Mileage – Summary by day by vehicle and personnel using the vehicle.

- o Incident Action Plans – copies of plans that document assignment to that incident.
- o Map of roadblock locations.

BILLINGS ARE NOT TO BE SUBMITTED TO THE [SM.FS.ASC.GA@USDA.GOV](mailto:SM.FS.ASC.GA@USDA.GOV) UNDER THE OBLIGATION ESTABLISHED THROUGH THE COOPERATIVE LAW ENFORCEMENT AGREEMENT.

Please coordinate remittance of billings to the Albuquerque Service Center, Incident Finance Branch through the local Fire Incident Business Specialist:

**NAME: Jared Fisher, Fire Management Planning Specialist**

**ADDRESS: 1405 Hollipark Dr. Idaho Falls, ID 83401**

**Email: Jared.Fisher@usda.gov**

Invoices must include the information identified above in the Billing Protocol section in order to be processed in a timely manner.

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

**BANNOCK COUNTY COMMISSIONERS**  
 624 E. Center, Pocatello, ID 83401  
 Phone: (208) 236-7210 • Fax: (208) 236-7363



**ERNIE MOSER**  
 Commissioner  
 1st District

**JEFF HOUGH**  
 Commissioner  
 2nd District

**KEN BULLOCK**  
 Commissioner  
 3rd District

**AGENDA REQUEST FORM**

*The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at **208-236-7210**, three to five working days before the meeting.*

**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Tereca Argyle / Sheriff's Office

**Item to be considered/background:**

Agreement to Provide Law Enforcement Protection for KOA Campground - Lava Hot Springs (2 days)

**How much time will be needed? Meeting date requested:**

Signature Only 6/10/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

N/A Signature Only

**Please include any supporting documents with your Agenda Session Request Form.**

<p>Commissioner Office Only:</p> <p>Date: <u>6-10-25</u> Time: _____</p>
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**AGREEMENT TO PROVIDE LAW  
ENFORCEMENT PROTECTION**  
Non-Mutual Aid Agreement

ORIGINAL

AGREEMENT, made between Bannock County Sheriff hereinafter referred to as the "LAW ENFORCEMENT" AND Edgewater Resort DBA; Lava Hot Springs West KOA.

WHEREAS, Edgewater Resort DBA; Lava Hot Springs West KOA desires to enter into a contract with Bannock County Sheriff for the performance of law enforcement protection within, and

WHEREAS, Bannock County Sheriff agrees to render such services and protection under the terms and conditions set forth herein, and

WHEREAS, this Agreement is authorized and provided for by the provisions of Idaho Code Sections 31-604.

NOW, THEREFORE, the parties hereto agree as follows:

**1. LAW ENFORCEMENT PROTECTION:** Bannock County Sheriff agrees to employ, furnish, and supply all necessary personnel together with their equipment, supplies and supervision, vehicles and equipment with maintenance, jail and communication facilities, records and record keeping, and such other items as are reasonably necessary to provide law enforcement protection within limits of Edgewater Resort DBA; Lava Hot Springs West KOA, hereinafter referred to as the "protected area" under the following terms and conditions:

a. Bannock County Sheriff will provide protection services for the protected area; of Edgewater Resort DBA; Lava Hot Springs West KOA. This protection shall include TWO (2) LAW ENFORCEMENT deputies, if available, June 13, 2025 and June 14, 2025 from 2000 hours to 0200 hours each day. The level of service shall be at least the same basic level of service provided to the governing area of LAW ENFORCEMENT.

b. The personnel used by Bannock County Sheriff to perform the law enforcement protection shall remain under the jurisdiction and control of Bannock County Sheriff while rendering the services and Bannock County Sheriff shall maintain the standard of performance of such personnel.

c. The scope of the law enforcement protection shall be to enforce all of the state laws and ordinances and to preserve the peace within the protected area.

d. All arrests made, or citations issued for misdemeanors or infractions that occur within the protected area shall be deemed Bannock County Sheriff arrests and citations for the purpose of prosecution and distribution of penalties, fines, and forfeitures.

e. This agreement is separate from any other current contract between the Bannock County Sheriff and the City of Lava Hot Springs.

**2. EMPLOYEES OF LAW ENFORCEMENT:** It is agreed that all employees of Bannock County Sheriff shall remain employees of Bannock County Sheriff for all purposes, including the payment of wages and benefits and the coverage of insurance, including worker's compensation. It is agreed that Edgewater Resort DBA; Lava Hot Springs West KOA shall not be liable for compensation or indemnity to any of the employees of Bannock County Sheriff for injuries or sickness arising out of the performance of Bannock County Sheriff protection of the protected area, and Bannock County.

# AGREEMENT TO PROVIDE LAW ENFORCEMENT PROTECTION

Non-Mutual Aid Agreement

IN WITNESS WHEREOF, the parties have adopted this Agreement by its governing bodies and this Agreement has been signed and attested by the authorized officials of each party.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

LAW ENFORCEMENT:

\_\_\_\_\_  
*Tony T. Manu*  
Bannock County Sheriff

CONTRACTING AGENCY:

\_\_\_\_\_  
**Edgewater Resort DBA; Lava Hot Springs**  
**West KOA**  
(Contracting Agency)

\_\_\_\_\_  
Administrator of Contracting Agency

## BOARD OF BANNOCK COUNTY COMMISSIONERS

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kenneth Bullock, Member

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Jason Dixon, Clerk

APPROVED as to form and content:

\_\_\_\_\_  
Jonathan Radford  
Chief Civil Deputy Prosecutor

*6/4/25*  
\_\_\_\_\_  
Date

# MEMO

**TO:** Aubri Lewis and Kristi Klauser

**FROM:** The Bannock County Commissioners

**DATE:** June 10, 2025

**RE:** Fee Waiver for the Pine Ridge Mall Demolition

---

On July 23, 2024, the Bannock County Commissioners had a conversation with Dillon Evans, Bannock County Landfill Director, Devin Hillam, Community Services Director and Mayor Kevin England of the City of Chubbuck, Joshua Simon and Ian Lang from SimonCRE, and MiaCate Kennedy from Bannock Development Corporation pertaining to a request to waive Landfill fees for the demolition of the Pine Ridge Mall. Concerns arose regarding recouping costs and the utilization of funds. Various options to reduce costs were explored, including partial fee waivers, TIFF funds, shifting costs to others and reimbursement potential from the City of Chubbuck.

A motion was made, and confirmed by two-thirds of the vote, for Bannock County to waive \$200,000 of Landfill fees for the demolition of the Pine Ridge Mall. During the meeting, the City of Chubbuck proposed that if funds are remaining upon the closing the Pine Ridge Mall Urban District, they may be used on a proportional basis to reimburse Bannock County all or a portion of the currently proposed \$200,000 in waived fees; these may be proportionate based on Chubbuck's contributions as well.

BANNOCK COUNTY COMMISSIONERS

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Jeff Hough, Chair

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Ernie Moser, Commissioner

---

Ken Bullock, Commissioner

---

Kevin England, Mayor of Chubbuck

/kd


**BANNOCK COUNTY COMMISSIONERS**

624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363

**ERNE MOSER**  
 Commissioner  
 1st District

**JEFF HOUGH**  
 Commissioner  
 2nd District

**KEN BULLOCK**  
 Commissioner  
 3rd District

## Memorandum

**To:** Gary Bennion - Dex Imaging

**From:** Bannock County Commissioners

**Date:** June 10, 2025

**Subject:** Discontinuation of Contract Due to State Assumption of Indigent Defense Funding

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On October 1, 2024, the State of Idaho assumed responsibility for the Indigent Defense/Public Defense Funds throughout the State of Idaho. Consequently, funds that were previously appropriated by Bannock County for Public Defense services in Bannock County are no longer available. Due to this change in funding structure, we regret to inform you that we must discontinue the existing contracts for copiers one leased and one owned by the Bannock County Public Defender's Office effective as of the date on this Memorandum.

The Equipment ID numbers for the copiers concerned in this Memo are P1277 (leased) and P1329 (owned). The serial numbers are 3120R801421 and 3129M600206 respectively. We only have one agreement number on file, 003-1620857-000, which is for the leased copier.

BANNOCK COUNTY COMMISSIONERS

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

\_\_\_\_\_  
 Ernie Moser, Commissioner

\_\_\_\_\_  
 Ken Bullock, Commissioner



**Office Hours:** Monday thru Friday 8:00 a.m. to 5:00 p.m., Closed Weekends and Holidays  
**Mailing Address:** 10588 Fairgrounds Road, Pocatello, Idaho 83201  
**Email:** [eventcenter@bannockcounty.us](mailto:eventcenter@bannockcounty.us)  
**Phone:** 208-237-1340

Payment Received:	_____	
Insurance Received:	_____	
Permits Received:	_____	
501(c) Received:	_____	
RecDesk	Outlook	Board
Spreadsheet	Reservation Listing	

**EVENT CENTER, WELLNESS COMPLEX AND FAIRGROUNDS CONTRACT**

This is a request for facility reservation. Please complete all information. Incomplete information will result in a delay in the review of your contract. The information is requested to assist in the review and consideration of your request to rent a County facility. Historical users (using their original dates) have first priority. All other requests are on a first come – first served basis.

**APPLICATION INFORMATION**

- Company/Origination Name: (event host) Rumors-Make a Wish
- Contact Name: (who will sign the contract) Kris Miner Title: owner
- Mailing Address: 943 Patsy Dr
- City: Poc. State: Id. Zip Code: 83201
- Cell Phone: 208-251-2270 Email: admissions10@Adl.com

**EVENT INFORMATION**

- Event Name: Corn hole tourney/MAKE a Wish Area Requested: Pav #2
- Event Description: Fundraiser for Make a Wish
- Event Date(s): June 7<sup>th</sup> 2025 Estimated Number of Attendees: 50
- Event Start Time: 9 AM Event End Time: 9 PM
- Additional Set-Up or Tear Down Days (if needed): NO
- Paid Admission Event: YES  NO  Cost \_\_\_\_\_ Event Open to the Public: YES  NO
- 501(c)(3): YES  NO  Non-Profit Name: Make a Wish Tax ID #: 27-261055
- Will Alcohol Be Served/Consumed? YES  NO  (if yes, county permit (\$20) must be provided and present at event)

**THE COUNTY SHALL:**

Permit the Applicant to occupy the space as written above, to prepare buildings or erect temporary booths, which Applicant may use during the rental periods.

Permit the Applicant to display, demonstrate, sell, solicit or operate their business with the limits of their lease.

Use reasonable safeguards against fire, theft, and accidents, but does not assume any liability for damages to goods or property of the Applicant from fire, theft, water or storm, or any liability for accidents to persons or property caused under, or by virtue of the apparitions of Lessee under this contract.

Have a lien upon any and all property stored, used or located upon the leased space, or elsewhere upon the fairgrounds by the Lessee for any and all damages sustained by the breach of this contract or otherwise caused by the Applicant, and shall have the right to restrain such property or any part of it without process of law, and may appropriate any or all such as its own to satisfy and such claim.

Reserve the right to all food concession, unless otherwise permitted. If additional vendors are permitted menu must not compete with menu of fixed site.

**THE APPLICANT SHALL:**

Obtain approval for erection of buildings, tents, enclosures, structures and signs outdoor from County.

Not nail, drill, paint, or do anything to change appearance of the walls. Do not use tape on concrete.

Remove all temporary structures, forms, booths, etc. within twenty-four (24) hours after termination of lease. Items left after that time become the property of the County, to make such disposition as they shall see fit.

Not do any additional electrical wiring without permission of County.

Not permit any ale, beer or intoxicating liquor of any kind to be consumed by the Applicant, his employees, agents or guests without proper permit.

Collect fees for the RV rental spaces at \$35.00/\$45.00 per space, per day and turn the rental fees collected, into the office at the conclusion of the event.

Comply fully with all laws and ordinances of the Bannock County Fire Protection District #1.

Agrees to furnish security at its own expense as is deemed necessary for protection of valuable displays and buildings during the event day and night.

Applicant agrees to furnish the County a Certificate of Insurance naming Bannock County and agents as additionally insured in a \$ 1,000,000.00 combined single limit policy, such policy being delivered to Event Center Office ten (10) days prior to move in time.

Applicant shall provide a security deposit as indicated on the fee schedule, payable when reservation for facility is taken and contract signed. Payment will be held as a security binding. Deposit will be refunded if notification of cancellation is received thirty (30) days prior to event or upon final inspection of facilities, provided there has been no damage and facility is returned in same condition as received. (Clean)

The Lessee will pay the building/grounds rental fees thirty (30) days prior to the event (unless other arrangements are made prior to the event) in the amount of: \$ 100.00 (see attached page for fee schedule).

*Request per waiver*

Please make checks payable to – Bannock County Fairgrounds. Sales tax shall be collected as per Idaho Sales Tax Commission rules.

Bannock County Commissioners

BANNOCK COUNTY

\_\_\_\_\_ Date 5/15/25  
Jeff Hough, Chairman

\_\_\_\_\_ Date 5/15/25  
Ernie Moser, Commissioner

By: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date 5/15/25  
Ken Bullock, Commissioner

ADDITIONAL EVENT INFORMATION

EVENT NAME: Make a Wish Cornhole tournament

DATE: June 7<sup>th</sup> 2025

TIME OF EVENT: 9 AM - 9 PM

AREA: Pav 2 and grassy area next to it.

ADDITIONAL EVENT DETAILS:

We would like the fee waived for this event, since it is a fundraiser. We will have 6-8 cornhole boards beer-truck through Budweiser (donated) We also plan to have a food-truck for the benefit of the players & spectators. This is 1 of 3 large events we will be doing this year.

SPECIAL SET UP INSTRUCTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTES/DRAWINGS:

This Make a Wish committee headed by Kris Miner who has been a wish granter for 14 years. We look forward to the City & Community to make these events successful

**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 27, 2025, as approved during the meeting of June 10, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Ken Bullock, Member

ATTEST:

\_\_\_\_\_  
Jason C. Dixon, Clerk



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Tuesday, May 27, 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 and Comptroller Kristi Klauser

### 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	<b>BOARD OF AMBULANCE DISTRICT</b>
	<ul style="list-style-type: none"> <li>Ryan O'Hearn, Pocatello Fire Chief, regarding (1) signature on capital purchase of 3 Stryker cots and autoloader kits using a piggyback from Sourcewell, and (2) approval of and signature on request to write-off balance on deceased patient accounts (requested 5 minutes) (action item)</li> </ul>
3	<b>BOARD OF COUNTY COMMISSIONERS</b>
	<ul style="list-style-type: none"> <li>Karl Lewies, Idaho Legal Aid Services, requesting to discuss potential financial support from Bannock County (requested 10 minutes) (potential action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Julie Hancock, Elections, requesting (1) review of and signature on Canvass of Votes from May 20, 2025, and (2) a discussion regarding mileage reimbursement (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Buddy Romriell, Public Works, approval of and signature (1) on Fiscal Year 2026 Mosquito Abatement Contract, and (2) on Consignment Agreement with Prime-Time Auctions (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Adam McKinney, 911 Communications, regarding signature on an NDA with Day Wireless to discuss the Kinport Radio Tower site (requested 5 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>Wes Jones, OEM, requesting approval of and signature on Rental and Lease Agreement with SICOG (requested 5 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>Shanda Crystal, Procurement, requesting to discuss (1) Verizon plan change savings, (2) potential approval of electronic signature to join the cooperative purchasing program Equalis Group, (3) potential signature on changer order with Teton West, and (4) presenting a procurement update (requested 10 minutes) (action item)</li> </ul>
9	<ul style="list-style-type: none"> <li>Matthew K. Phillips, Human Resources and Risk Management, regarding request for signature on (1) a Career Path Internship Agreement with Idaho State University, and (2) an Internship Agreement with Weber State University (requested 5 minutes) (action item)</li> </ul>
10	<ul style="list-style-type: none"> <li>Kristi Davenport, Commission Office, seeking signature on contract and approval to pay the invoice for Museum of Clean for the annual Bannock County Employee Health Fair on October 15, 2025 (requested 5 minutes) (action item)</li> </ul>
11	<b>RESOLUTIONS AND ORDINANCES (action items):</b>
	Resolution No. 2025-34 Authorizing Issuance of Tax Deed to Bannock County on Property for Unpaid Taxes
12	<b>SIGNATURE ONLY (action items):</b>
	Change of Address for State of Idaho Department of Water Resources

	Open-End Lease Schedule
	Signature on Memo requesting to dispose assets (action item)
13	<b>CONSENT and CLAIMS AGENDA (action items):</b> <ul style="list-style-type: none"> <li>• Board of Ambulance District: Invoices and Commissioner Report</li> <li>• Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>• Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under</li> <li>• Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following</li> <li>• adjournment of Executive Session</li> <li>• Payroll Report</li> <li>• Manual Checks</li> <li>• Alcohol Licenses and Permits</li> <li>• Certificate of Residency Approval</li> <li>• Mileage Reimbursement Requests</li> <li>• Technology Request Form</li> <li>• Memorandum Authorization for Accounts Payable</li> <li>• Cardholder User Agreement and Authorization</li> <li>• Meeting Minutes for May 8, 13, and 15, 2025, and Certification of Said Minutes</li> </ul>
14	Public Hearing for Vacation of Road Easements in Chilton Subdivision (action item)
15	Public Hearing for Vacation of Rights-of-Way with in Sunnygate Subdivision (action item)
16	Fiscal Year 2026 Budget Preparation Meeting (potential action items)

## Meeting Notes

- 1 8:59 AM Hough called the meeting to order.

8:59 AM Community Resources and Advocacy Director Shantal Lauulu appeared. 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. 9:06 AM Hough moved to exit the executive session. The motion passed. Bullock moved to approve the settlement request for case number 20100205 for \$3,000. The motion passed.

- 2 9:07 AM Moser moved to enter the Board of Ambulance. The motion passed. O'Hearn reviewed the request to write off deceased patients' accounts in the amount of \$12,785. Bullock moved to write the accounts off. The motion passed.  
9:09 AM O'Hearn reviewed this is a budgeted FY25 capital purchase for three power cots and power load kits for \$201,690.36 using a piggyback off a Sourcewell contract. These will replace 17-year-old cots and 12 and 13-year-old power loaders. Moser moved to approve the purchase. The motion passed. 9:11 AM Moser moved to go back to Board of Commissioners. The motion passed.
- 3 9:11 AM Lewies is a managing attorney for Idaho Legal Aid which provides legal services to low income citizens with civil issues. Funding for the firm comes from Congress and there is concern for their budget due to recent federal actions. Discussion ensued on funding, potential request for funds, and budget constraints.
- 4 9:20 AM Hancock reviewed the canvass for the May 20 election. Her office was questioned by the public why they don't advertise these elections, to which she explained that the County facilitates the election for a taxing district who would be responsible to get the word out. The turnout was low and the cost will be about \$50,000 for 2400 voters. Moser moved to approve the canvass of votes. The motion passed.  
9:23 AM Dixon explained an employee used their own vehicle during the election. It was after the courthouse was closed, so a pool vehicle was not obtained. Mileage reimbursement was requested. Discussion ensued on policy. A plan has been developed to avoid personal vehicle use in the future. Moser moved to approve the mileage for election day. The motion passed.

- 5 9:27 AM Romriell explained the approval of \$4,000 for mosquito funds from state. Bullock moved to authorize signature. The motion passed.  
9:29 AM Romriell reviewed fleet vehicles to send to auction as they have been replaced. The BMW has been removed from the list. Some vehicles have been reallocated between departments. Bullock moved to approve the list for auction. The motion passed.
- 6 9:36 AM McKinney reviewed the Kinport radio site history, and that the owner has offered to sell the site to the County. The ground is leased from the BLM. This is a major tower for emergency communications. Hough moved to sign the NDA agreement. The motion passed.
- 7 9:44 AM Charity Staggs with SICO and Emergency Management Assistant Karen Trumbull also appeared. Jones reviewed a proposed lease to rent space from SICO for \$900 per month. Staggs reported Red Cross Disaster Response will be in the building as well. Moser relayed that the building was previously looked at and would require remodeling. Jones explained the benefits of moving with space, training, EOC, and the costs can be paid through the Homeland Security grant funds. Concerns were expressed regarding space, costs, and manpower and a tour will be set.
- 8 10:02 AM Crystal reviewed changes to the Verizon cell phone plan for a savings of approximately \$15,000.  
10:03 AM Crystal proposed a contract with Equalis Group for cooperative purchasing as allowed by Idaho Code. Moser moved to approve electronic signature for the Equalis Group agreement. The motion passed.  
10:05 AM Crystal reviewed a change order with Teton West to pour a pad for propane tanks at the Exhibit Hall. Hough moved to approve the change order. The motion passed.  
10:07 AM Crystal gave updates on procurement projects.
- 9 10:09 AM Phillips proposed an agreement with ISU for an internship program. Moser moved to approve the agreement with ISU Career Path. The motion passed.  
10:11 AM Phillips proposed a similar agreement with Weber State. Bullock moved to approve the affiliation agreement and the intern agreement. The motion passed.
- 10 10:16 AM Moser moved to approve the invoice for the deposit for Don Aslett's Museum of Clean Event Center for the health fair. The motion passed.
- 11 10:17 AM Moser moved to approve Resolution 2025-34. The motion passed.
- 12 10:18 AM Bullock moved to sign the change of address for Idaho DWR. The motion passed.  
10:19 AM Moser moved to approve the open-end lease for four Sheriff vehicles. The motion passed.  
10:20 AM Hough moved to approve disposal of the assets per the TCA's request. The motion passed.
- 13 10:20 AM Bullock moved to approve the consent agenda. The motion passed.
- 14 11:01 AM Public Works Director Kiel Burmester and Assistant Director Buddy Romriell appeared. Burmester reviewed the application to vacate Promise Lane and an unnamed easement in the Chilton Subdivision. A site plan, warranty deed, and written consent of those affected were submitted. Burmester explained staff findings based on Idaho Code §40-203 that these rights-of-way are not located on land owned by the United States or the State of Idaho, nor on land entirely surrounded by land owned by the United States or the State of Idaho, nor does it provide the only means of access to such public lands. The easement has not been used by the public, has not been maintained at the expense of the public for at least three years during the previous 15 years, and at least 20 years have elapsed since the common law dedication, which was the plat. The petition appears to meet the criteria for vacation and staff recommends vacating the rights-of-way.  
11:04 AM Hough discussed the petition with Planning staff and they indicated there are no issues. Hough acknowledged a letter was received from Bannock Transportation Planning Organization opposing the petition. Hough discussed the letter with Planning staff and there is no reason to deny the request. Moser shared his concern due to the letter regarding the purpose and future use of the easement. Burmester

responded that staff does not see a reason to keep the easements. He also spoke with Chubbuck planning staff, who would be the jurisdiction in the future regarding the potential to expand. Chubbuck did not have a conflict with vacating the easements and it did not appear to cause any issues with growth.

11:06 AM Bullock questioned other easements or utilities. Burmester explained part of the process is to reach out to utility companies and letters were received from the gas and power companies that there are no other utility easements in the roadway at issue.

11:08 AM Mike Fullert, Petitioner, indicated the easement has not been touched in 47 years and utility companies don't have a desire to use them. He is a professional land surveyor and has reviewed the easement. It goes across individual properties. Once vacated, the land will continue to be used as it currently is and be owned by each property. Discussion ensued on ownership. Bullock moved to accept the recommendation of Road and Bridge and Planning and Development to vacate the right of way as described. The motion passed.

- 15 11:15 AM Public Works Director Kiel Burmester and Assistant Director Buddy Romriell appeared. Burmester reviewed the proposed vacation in Sunnygate Subdivision is a continuation of their master plan previously reviewed. These are small unbuildable parcels and goal is to make them buildable and safe. Staff recommends approving vacation of the portions of Burton and Aubrey Drives as indicated. Bullock moved to approve the vacation of the streets as stated in the Sunnyside Subdivision. The motion passed.
- 16 The Board met with the following in preparation for the FY26 budget:
- 1:01 PM Shantal Laulu appeared for the Board of Community Guardians. Laulu explained the Board's capacity and fund usage.
- 1:06 PM Lesli Schei appeared for CASA. Schei explained CASA provides court appointed advocates for children in courts, and reviewed funding and programs.
- 1:16 PM Lorrie Lowe and Lynn Stewart appeared for Lava American Legion. Lowe explained membership and that there is no change in their funding request.
- 1:21 PM Lorrie Lowe and Martha Faye appeared for Lava Senior Center. Lowe reviewed the increased numbers, expansion, and delivery.
- 1:43 PM Thor Gunderson appeared for Downey American Legion. Gunderson reviewed last rights ceremonies, alcohol sales, revenues, donations, and the building.
- 2:06 PM Tara Contreras and Darrell Brown appeared for the Pocatello Senior Center. Contreras reviewed the facility programs, the Center's purpose, and meals. Brown reported on compliments from the public and that the atmosphere has changed. Contreras pointed out the food quality has increased along with the number of people served. The request is an increase of 14%.
- 2:33 PM Sherrie Joseph appeared for the Pocatello Free Clinic and reviewed staffing, volunteers, increased patient visits, budget increases, grants, funding cuts, and programs.
- 2:45 PM Erica Farnes and Joe Borich appeared for SEICAA. Borich reviewed SEICAA's purpose, meals on wheels program, funding, and meal costs. The budget request is the same.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit executive session – exempt records and settlement request for case number 20100205.	Indigent
Approved entry/exit of Board of Ambulance, to write off deceased patient account balances, and utilizing a piggyback contract from Sourcewell to purchase power cots and power load kits.	Ambulance
Approved canvass of votes and mileage reimbursement.	Elections
Approved contract with Idaho H&W for mosquito abatement surveillance and approved list of items for auction.	Public Works
Approved NDA agreement with Day Wireless.	IT/911
Schedule tour of SICOG for OEM.	Commission
Approved cooperative purchasing agreement with Equalis Group, and change order with Teton West for \$2,684.	Procurement

Approved internship agreements with Idaho State University and Weber State University.	HR
Approved rental of Aslett's Museum of Clean Event Center for the health fair.	Commission
Approved Resolution No. 2025-34 Authorizing Issuance of Tax Deed to Bannock County on Property for Unpaid Taxes.	Clerk
Approved change of address for Idaho DWR, open-end lease for four Sheriff vehicles, and disposal of assets per the TCA's request.	Commission/Sheriff/Clerk
Approved consent agenda items.	Clerk
Approved vacation of easements in Chilton Subdivision and approved vacation of portions of Burton and Aubrey Drives in Sunnygate Subdivision.	Planning/Resolution
FY26 budget prep meetings with Board of Community Guardians, CASA, Lava American Legion, Lave Senior Center, Downey American Legion, Pocatello Senior Center, Pocatello Free Clinic, and SEICAA.	Clerk/Commission