



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	
	Business Meeting (action items)
	Agenda:
1	<ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
2	BOARD OF AMBULANCE DISTRICT
	<ul style="list-style-type: none"> 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)
3	BOARD OF COUNTY COMMISSIONERS
	<ul style="list-style-type: none"> Karl Lewies, Idaho Legal Aid Services, requesting to discuss potential financial support from Bannock County (requested 10 minutes) (potential action item)
4	<ul style="list-style-type: none"> 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)
5	<ul style="list-style-type: none"> 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)
6	<ul style="list-style-type: none"> Adam McKinney, 911 Communications, regarding signature on an NDA with Day Wireless to discuss the Kinport Radio Tower site (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> Wes Jones, OEM, requesting approval of and signature on Rental and Lease Agreement with SICO (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> 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)
9	<ul style="list-style-type: none"> 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)
10	<ul style="list-style-type: none"> 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)
11	RESOLUTIONS AND ORDINANCES (action items):
	Resolution No. 2025-34 Authorizing Issuance of Tax Deed to Bannock County on Property for Unpaid Taxes
12	SIGNATURE ONLY (action items):
	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	CONSENT and CLAIMS AGENDA (action items): <ul style="list-style-type: none"> • Board of Ambulance District: Invoices and Commissioner Report • Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications • Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under • Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session • Payroll Report • Manual Checks • Alcohol Licenses and Permits • Certificate of Residency Approval • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization • Meeting Minutes for May 8, 13, and 15, 2025, and Certification of Said Minutes
14	Public Hearing for Vacation of Road Easements in Chilton Subdivision (action item)
15	Public Hearing for Vacation of Rights-of-Way with in Sunnyside 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 Lauu 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 SICOG and Emergency Management Assistant Karen Trumbull also appeared. Jones reviewed a proposed lease to rent space from SICOG 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 remodelling. 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 Lauulu appeared for the Board of Community Guardians. Lauulu 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 Sunnysgate 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

In The Matter of AUTHORIZING ISSUANCE)
OF TAX DEED TO BANNOCK COUNTY ON)
PROPERTY FOR UNPAID TAXES)

R.S. No 2025-34
May 27, 2025

RESOLUTION

WHEREAS, concerning delinquent property taxes, in accordance with Idaho Code §§63-1005 and 63-1006;

(1) An Affidavit of Compliance has been issued by the County Treasurer, Jennifer Clark,

(2) Property owners with delinquent taxes were served a Notice of Pending Issue of Tax Deed scheduled for this time; and

WHEREAS, a hearing was held on May 13, 2025, at 10:30 a.m. in the County Commissioners' Chambers, Room 212, Bannock County Courthouse for Issuance of Tax Deeds for the following properties on which delinquent taxes have not been paid and the following actions were taken:

NOW, THEREFORE, BE IT RESOLVED, that, in accordance with Idaho Code §63-1006, the County Treasurer, Jennifer Clark, is hereby authorized to issue Tax Deed on the following properties:

NAME	PARCEL
Don Hayden Bare ground	RPR3803013208
John Hedges and Hugh Hadley Bare ground	RPRPCPP124800
Mable and Charles Moore Bare ground	RPR4013007013
Post Co – Post Register c/o Jack Brady Bare ground	RPRPPOC309800
Ronald Swallow and Frederick Lyon Bare ground	RPRPIN3000800

and

BE IT FURTHER RESOLVED, that the following actions were made:

Bret Coulson, for parcel RPRPPLR000300 located at 1373 Spaulding Ln, Pocatello, ID 83201, was granted a 60-day extension to sell the property and all the interest for the 2021-2024 taxes will be waived upon closing.

Larry Hill, for parcel RPRPHIV000200 located at 3511 Hawthorne Rd, Pocatello, ID 83201, was approved to begin making minimum monthly payments of \$350 beginning in June, and the interest will be waived, provided that payments are never missed two months in a row.

Mark Neeley, for parcel RPRPHRV002300 located at 974 McKinley Ave., Unit B, Pocatello, ID 83201, will have the 2021 interest waived upon payment of the 2021 taxes.

Margaret Small, for parcel RPRPSTC000300 located at 499 Pebble Ln, Pocatello, ID 83204, was granted a 60-day extension to pay the 2021 taxes and the 2021 interest will be waived.

IT IS HEREBY ORDERED that the County Treasurer, Jennifer Clark, is hereby authorized to waive interest on the above properties if they satisfy the above payments.

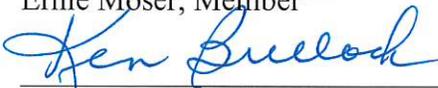
BOARD OF BANNOCK COUNTY COMMISSIONERS



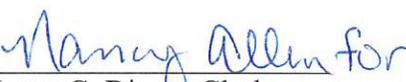
Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 
Jason C. Dixon, Clerk

**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the date(s) of May 8, 13, and 15, 2025, as approved during the meeting of May 27, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair

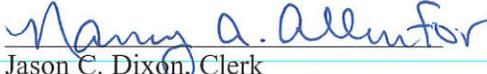


Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk