



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, June 17, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Scott Pearson

## Agenda Details

AGENDA	
	Business Meeting (action items) Agenda:
1	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Adam McKinney, Information Technology, seeking signature on Audit Agreement with Spyglass (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Kiel Burmester, Public Works, regarding a request for approval of and signature on an Interagency Request Work Order Form for the City of Chubbuck (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Heather Studley, GIS, providing a GIS update</li> </ul>
5	<ul style="list-style-type: none"> <li>Kristi Klauser, Auditing, requesting to discuss Commission mileage to IACC (requested 5 minutes) (action item)</li> </ul>
6	CONSENT AGENDA (action items): <ul style="list-style-type: none"> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Technology Forms</li> <li>Minutes:</li> </ul>
7	Fiscal Year 2026 Budget Meetings possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)
8	Fiscal Year 2026 Budget Meetings possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)

## Meeting Notes

- 8:59 AM Hough called the meeting to order.  
There was no indigent business.

- 2 8:59 AM McKinney proposed a telephone line audit from Spyglass. There will be no charge if savings are not found. Moser moved to approve the chair to sign the contract. The motion passed.
- 3 9:02 AM Bridger Morrison, Chubbuck Public Works Director, also appeared. Burmester reviewed cooperation with the City of Chubbuck for chip sealing and fog coating in locations that jurisdictions intersect. Chubbuck will pay for their portion and the County will provide the labor. Hough moved to approve the interagency agreement. The motion passed.
- 4 9:06 AM Studley gave updates on the department's projects.
- 5 9:21 AM Klauser reviewed a mileage request that was submitted and questioned following the practice of paying for mileage one way.
- 6 The consent agenda included salary forms. Bullock moved to approve the consent agenda. The motion passed.
- 7 The Board met with the following for preparation of the FY26 budget. Comptroller Kristi Klauser and Accountant Kaytlyn Alvord were present.

11:00 AM Sheriff Tony Manu and Chief Deputy Alex Hamilton appeared. The Sheriff budget was reviewed. Discussion ensued on the Sheriff's app and LPR cameras.

11:24 AM The Jail budget was reviewed which was decreased. The biggest issue is mental health.

11:33 AM The Security budget was reviewed. Discussion ensued on staffing, inmate population, federal prisoners, and mental health challenges.

11:43 AM Discussion ensued on the A budget, a field training officer program, and drone policies.

- 8 The Board met with the following for preparation of the FY26 budget.

1:00 PM Trial Court Administrator Jason Dye, Judge Javier Gabiola, and D6 Director Ashley Bringhurst appeared for the District Court, D6, and Clerk of the Court budgets. For the D6 budget, Dye requested one grade increase, converting one position to a contract position, and a step and COLA for all employees. Budget discussions included a copier, repayment of start-up funds, the enterprise fund admin fee, and rent.

1:14 PM Dye reviewed the District Court budget includes a request for steps, a COLA and appropriate grade increases. Budget changes were reviewed. Discussion ensued on drug testing monies and the budget to allocate from, juror appreciation week, remodel request, and capital projects.

1:30 PM Dye reviewed the Clerk of the Court budget includes the COLA and a cell phone allowance for the CAO.

1:32 PM Chief Ryan O'Hearn appeared for the Ambulance budget and reviewed a COLA request, staffing options, call volume and areas, increased staffing for the new McCammon ambulance station, potential revenue stream for Medicaid recovery, staffing an ambulance in the Chubbuck Fire Department, capital requests and grants.

1:56 PM Heather Studley, GIS Manager, reviewed the GIS budget includes a step increase and COLA, education and travel, and a capital request for a plotter. Discussions included software and fees for custom maps.

2:06 PM Chief Deputy Clerk Keri Povey and Elections Administrator Julie Hancock appeared. Hancock reviewed the Elections budget includes three elections with a potential runoff.

2:14 PM Povey reviewed the Records budget may be reduced if projects are completed before the end of year, those being software support and fraud alerts, and budget changes to fuel, property acquisitions, maintenance, postage, and education. Povey suggested adopting a new fee to cover the cost of postage and envelope when mailing records.

Klauser explained the budget did not address salaries due to the recommendations of the salary committee, but if others will be addressed with grade adjustments, there are some under the Clerk that are under 20%. Other budget changes were discussed that included Tyler training and grant training. Discussion ensued on the outside audits and budget books.

2:32 PM Community Resources and Advocacy Director Shantal Lauu made an adjustment to the Indigent budget and mentioned that cremation payments have not been reviewed since 2012. Dixon reported that some counties pay up to \$1,800 and felt the fee should be around \$1,500. The budget will be increased to account for the higher cost and more cremations.

2:47 PM Treasurer Jennifer Clark and Chief Deputy Treasurer Misty Katsilometes appeared. Clark requested to bring back a Sr. Deputy Treasurer position, increase staff grades, and a COLA. Cuts were made in the B budget of \$14,100 in order to meet the pay requests being made.

2:53 PM Denise Munsee, Miguel Dominic, Phil Clifton, and Anthonie Dominic appeared to review the Veterans Memorial Building budget. Miguel relayed the requested budget is the same as last year. Fundraising efforts were discussed. Moser expressed frustration with the Veterans Memorial board using Servpro after being told not to and relayed the option to fund a different memorial. Discussion ensued regarding the concerns and Idaho Code.

3:03 PM Adjourned.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Audit Agreement with Spyglass.	IT
Approved Interagency Request Work Order with City of Chubbuck for chip sealing.	Public Works
Approved one-way mileage.	Auditing
Approved salary forms.	Auditing/Resolution
FY26 budget prep meetings were held for Sheriff, Jail, Security, District Court, D6, and Clerk of the Court, Ambulance, GIS, Elections, Recorder, Auditor, Indigent, Treasurer, and Veterans Memorial Building.	Auditing