



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

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|------------------------|---|
| Date of Meeting: | Tuesday, June 24, 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 HR Director Matt Phillips |

Agenda Details

| AGENDA | |
|--------|---|
| | Business Meeting (action items) |
| | Agenda: |
| 1 | <ul style="list-style-type: none"> Brent McLane, City of Pocatello, requesting to discuss and potentially approve South 5th Corridor URA Eligibility Study for approval by Resolution No. 2025-45 Adopting Findings and the Need for an Urban Renewal Project for the South 5th Corridor Area (requested 15 minutes) (action item) |
| 2 | <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) |
| 3 | BOARD OF AMBULANCE DISTRICT <ul style="list-style-type: none"> Ryan O’Hearn, City of Pocatello Fire Chief, seeking approval of and signature on (1) Emergency Services Agreement with Public Consulting Group, and (2) Request for Ambulance Standby Fee Waiver for the Marsh Valley Pioneer Days Rodeo (requested 10 minutes) (action item) |
| 4 | BOARD OF COUNTY COMMISSIONERS <ul style="list-style-type: none"> Shanda Crystal, Procurement, seeking to discuss Change Orders with Headwaters for the YDC/Event Center Building (requested 5 minutes) (action item) |
| 5 | <ul style="list-style-type: none"> Kristi Klauser, Auditing, requesting authorization to process manual checks while Commission is at the NACo 2025 Annual Conference in July (requested 5 minutes) (action item) |
| 6 | <ul style="list-style-type: none"> Matthew K. Phillips, Human Resources and Risk Management, requesting review and approval of an agreement with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item) |
| 7 | RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2025-42 Bannock County Burn Ban on Open Fires Resolution No. 2025-43 Authorization to Dispose Surplus Assets/Property Resolution No. 2024-44 Approving Tax Cancellation Requests |
| 8 | SIGNATURE ONLY (action items): Open-end Lease Schedule with BanCorp Commissioner Proceedings – May 2025 |
| 9 | CONSENT AGENDA (action items): <ul style="list-style-type: none"> 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 Independence Day Vendor Agreements |

| | |
|----|--|
| | <ul style="list-style-type: none"> • Technology Forms • Minutes: Approval of Meeting Minutes for May 29, June 10 and 12, 2025, and Certification of Said Minutes |
| 10 | 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) |
| 11 | Fiscal Year 2026 Budget Recap with 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

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

9:01 AM McLane proposed a new urban renewal area in the South Fifth corridor, with a portion being in Bannock County. An eligibility study report was completed for the area. It was requested to accept the report in order to proceed forward with completing the feasibility study. The study shows the proposed urban area qualifies as deteriorating under state statute due to a predominance of defective or inadequate street layout, diversity of ownership, obsolete platting, topography issues, and lot layout. 9:08 AM The feasibility study would be brought back to the Board. The goals foreseen for the area include improvements to public infrastructure, such as sewer, water, streets, and sidewalks. These things are lacking in the area. There's a required process to speak with all open land owners and having an ag exemption signature by them. Those large open space parcel owners with an ag designation have an opportunity to exempt their property from the urban renewal area. A map of the proposed area is in the report. Discussion ensued on the recent annexation, areas annexed, eligibility for annexation, and barriers to annexation. The proposed resolution is number 2025-45 Adopting Findings and the Need for an Urban Renewal Project for the South 5th Corridor Area. Bullock moved to approve Resolution 2025-45. The motion passed.
- 2 8:59 AM Community Resources and Advocacy Director Shantal Lauulu presented cremation applications for case numbers 20250038 and 20250039. Moser moved to deny case number 20250038 and to approve case number 20250039. The motion passed. Hough moved for case 20020027 to authorize signature on the release of lien. The motion passed.
- 3 9:21 AM Moser moved to enter into the Ambulance District. The motion passed. Connie Wynn, secretary for the Marsh Valley Pioneer Day Rodeo Committee was present. O'Hearn reviewed the standby fee waiver request for Marsh Valley Pioneer Days Rodeo for 12 hours. The cost will be just over \$2,000. This has been completed with volunteer staff in the past. Moser moved to approve the fee waiver for the rodeo. The motion passed.

9:24 AM O'Hearn reviewed the request to contract with Public Consulting Group. There is a supplemental payment program through Medicaid to help bridge the gap between payment and cost. An estimate of the amount recoverable was submitted and the tiered fees reviewed. Bullock moved to approve the agreement with PCG on behalf of the Board of Ambulance. The motion passed.

9:31 AM Moser moved to exit the Ambulance District. The motion passed.
- 4 9:21 AM Crystal reviewed change orders for the YDC/Event Center building from Headwaters Construction: #3 for storefront windows in the amount of \$666.61; #5 for a new gas line in the amount of \$3,027.99; #6 for a door lock in the amount of \$954.54; #7 for an engineering soil test in the amount of \$4,745.69; #8 for access control hardware in the amount of \$9,982.13; and #9 is a reduction for the sewer project in the amount of \$13,850. Bullock moved to authorize the change orders. The motion passed.
- 5 9:38 AM Klauser requested authorization to process manual checks for alcohol for concerts while the Board will be out of town, up to \$15,000. Additionally, Blue Cross payments will process during that time. Hough moved to authorize Klauser to process manual checks and Blue Cross payments during the

Board's NACO conference after receiving a response to the email notification for each payment, which will be ratified upon return. The motion passed.

- 6 9:42 AM Mover moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote.
9:50 AM Hough moved to exit executive session. The motion passed. Moser moved to approve the agreement with the attorney to complete an investigation. The motion passed.
- 7 9:51 AM Bullock moved to approve Resolution Numbers 2025-42, 43, and 44. The motion passed.
- 8 9:51 AM Hough moved to accept the Open-end Lease Schedule with BanCorp for Chevy Tahoes. The motion passed.
9:53 AM Hough moved to approve the May Commissioner Proceedings for publication. The motion passed.
- 9 9:53 AM The consent agenda included salary forms and minutes. Bullock moved to approve the consent agenda. The motion passed.
- 10 10:28 AM The Board met with Emma Iannacone, Public Information Officer, for FY26 budget preparation. Iannacone requested a grade change from 10-15 and gave justifications. Discussion included trainings, certifications, reductions in the budget, capital, travel, dues, and email lists.
- 11 Rescheduled.

Action Item Summary

| ACTION/DIRECTION | ASSIGNED TO |
|---|---------------------------|
| Denied case number 20250038; approved case number 20250039 for cremation assistance; and approved release of lien for case number 20020027. | Indigent |
| Approved entry/exit Ambulance District, fee waiver for Marsh Valley Pioneer Day rodeo, and contract with Public Consulting Group. | Ambulance |
| Approved change orders for YDC/Event Center building for Headwaters Construction: #3 storefront windows \$666.61; #5 new gas line \$3,027.99; #6 door lock \$954.54; #7 engineering soil test \$4,745.69; #8 access control hardware \$9,982.13; and #9 sewer project (reduction) \$13,850. | Procurement |
| Authorized Comptroller to process payments for concerts and insurance during NACO. | Auditing |
| Approved agreement for investigation of personnel matter. | HR |
| Approved Resolutions 2025-42 Bannock County Burn Ban on Open Fires; 2025-43 Authorization to Dispose Surplus Assets/Property; 2024-44 Approving Tax Cancellation Requests; and 2025-45 Adopting Findings and the Need for an Urban Renewal Project for the South 5 th Corridor Area. | Clerk |
| Approved Open-end Lease Schedule with BanCorp. | Sheriff |
| Approved publication of May 2025 Commissioner Proceedings. | Clerk |
| Approved salary forms and minutes. | Auditing/Clerk/Resolution |

In the Matter of BANNOCK COUNTY)
BURN BAN ON OPEN FIRES)

R.S. No. 2025-42
June 24, 2025

RESOLUTION

WHEREAS, upon recommendation from the Bannock County Sheriff and the Emergency Management Director to the Bannock County Commissioners and pursuant to Idaho Code §§39-2609(4) and 39-2602 and Bannock County Ordinance 1992-2; and

WHEREAS, the Board of County Commissioners of Bannock County, Idaho, are granted authority under Bannock County Ordinance 1992-2 to prohibit open fires in any unincorporated areas that constitute a severe fire threat based on the vegetative conditions during the fire season; and

WHEREAS, under Idaho Code §31-2227, the Bannock County Sheriff has the primary responsibility of enforcing all penal statutes of the State of Idaho;

NOW, THEREFORE, BE IT RESOLVED that effective July 1, 2025, a ban on certain types of fires has been put in place for all of Bannock County. Many of the fire officials from the municipalities and fire districts throughout Bannock County worked together to create a unified burn ban with the intent of reducing the risk of wildfires.

No open burning or fireworks are allowed within the Wildland-Urban Interface Areas of Bannock County because of anticipated fire danger. The use of commercial gas fire pits and appliances designed for food prep, such as gas grills and/or charcoal briquettes, are exempted from the ban when used according to the manufacturer's instructions.

Campfires and recreational fires are allowed in developed campgrounds and private property with the limitations that any fire is contained within a pit or ring not to exceed three feet in diameter and located at least 25 feet from structures or ignitable objects and the flames should not exceed three feet in height and should be screened to eliminate airborne embers.

Only non-aerial fireworks are allowed in non-wildland urban interface areas. Per Idaho State Code, no aerial fireworks are allowed anywhere except for approved professional fireworks displays.

The ban will remain in place until October 1, 2025, or until conditions allow it to be lifted.

Residents with questions about the burn ban are encouraged to contact their local fire department/district.

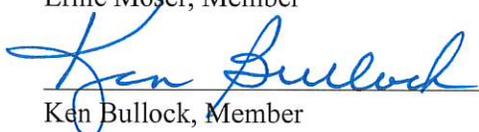
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chairman



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk

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, Idaho Code §31-829 provides that whenever any elected official has any personal property belonging to the county under his/her jurisdiction or control which, in his/her judgment, is of no further use to the county, he/she may, with the consent of the Board of County Commissioners, dispose of the property through sale or other means; and

WHEREAS, the following assets/property are of no further use to the County:

| Quantity | Description | County Asset Number/VIN |
|----------|---------------------------|-------------------------|
| 1 | Canon IR1023 Printer | TJR03771 – Courts |
| 2 | Red stationary chair | Ag Extension |
| 2 | Steelcase desk | Ag Extension |
| 1 | L-shape cubicle partition | Ag Extension |

and

WHEREAS, it was recommended to dispose of the above items.

NOW THEREFORE, IT IS HEREBY RESOLVED that the above property is declared to be surplus and be disposed of properly.

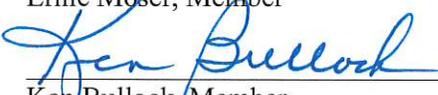
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:


Jason C. Dixon, Clerk

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on June 10, 2025; and

WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is hereby authorized and directed to cancel the following on the tax rolls as listed by year:

- (1) At the request of Assessor Anita Hymas, in a letter dated June 10, 2025, for cancellation of **market value** for the **2023 and 2024** tax year.

| PARCEL NO. | OWNER | EXPLANATION | VALUE TO CANCEL |
|---------------|-------------------|----------------------|-----------------|
| 2024 | | | |
| 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 |
| 2023 | | | |
| RPRPSM2000701 | Wagner, Matthew | HEX not applied | \$125,000 |

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair

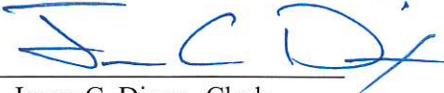


Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk

In the Matter of ADOPTING FINDINGS)
AND THE NEED FOR AN URBAN)
RENEWAL PROJECT FOR THE SOUTH)
5TH CORRIDOR AREA)

R.S. No. 2025-45
June 24, 2025

RESOLUTION

WHEREAS, the Urban Renewal Agency of the City of Pocatello, Idaho, also known as the Pocatello Development Authority, is an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (the “Law”), and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (the “Act”), a duly created and functioning urban renewal agency for Pocatello, Idaho, hereinafter referred to as the “Agency;” and

WHEREAS, the Pocatello City Council has previously established the following urban renewal districts: the 2006 Naval Ordnance Plant Project Area; the 2007 North Portneuf Project Area; the 2010 Pocatello Regional Airport Project Area; and the 2019 Northgate Project Area;

WHEREAS, it has become apparent that additional property, a portion of which is located within the City of Pocatello, and a portion of which is located within the City of Pocatello’s area of operation within unincorporated Bannock County, may be deteriorating or deteriorated and should be examined as to whether such an area is eligible for an urban renewal project;

WHEREAS, in October 2023, the Agency authorized SB Friedman Development Advisors, LLC (SBF) to commence a preliminary eligibility study on several geographic areas within the City and extending to the City’s area of City impact within unincorporated Bannock County. SBF presented its preliminary eligibility findings on each geographic area to the Agency Board of Commissioners (the “Board”) on April 17, 2024. At its meeting on June 12, 2024, the Board directed SBF to proceed with study and planning efforts related to the South 5th Corridor and preparation of an eligibility report of an area approximately 2,292 acres in size (including public rights-of-way). The area is roughly bounded by the Union Pacific Railroad to the south and west, Barton Road to the north, and the foothills of the Pocatello Range of mountains to the east, and is commonly referred to as the South 5th Corridor Area (the “Study Area”). The Study area is bisected by both Interstate 15 and South 5th Avenue;

WHEREAS, the South 5th Urban Renewal Area Eligibility Report, dated June 11, 2025 (the “Report”), a copy of which is attached hereto as **Exhibit A**, examined the Study Area, which area also included real property located within unincorporated Bannock County, for the purpose of determining whether such area was a deteriorating area and/or a deteriorated area as defined by Idaho Code Sections 50-2018(8), (9) and 50-2903(8);

WHEREAS, pursuant to Idaho Code Sections 50-2018(8), (9) and 50-2903(8), which define the qualifying conditions of a deteriorating area and deteriorated area, several of the conditions necessary to be present in such an area are found in the Study Area, including:

- a. predominance of defective or inadequate street layout;

- b. faulty lot layout in relation to size, adequacy, accessibility or usefulness; obsolete platting;
- c. diversity of ownership; and
- d. unsuitable topography;

WHEREAS, the effects of the listed conditions cited in the Report result in economic underdevelopment of the area, substantially impairs or arrests the sound growth of a municipality, constitutes an economic or social liability, and is a menace to the public health, safety, morals or welfare in its present condition or use;

WHEREAS, the Study Area includes open space/open land;

WHEREAS, under the Act, a deteriorated area includes any area which is predominantly open and which, because of obsolete platting, diversity of ownership, deterioration of structures or improvements, or otherwise, results in economic underdevelopment of the area or substantially impairs or arrests the sound growth of a municipality. *See* Idaho Code Section 50-2903(8)(c);

WHEREAS, Idaho Code Sections 50-2018(8), (9), 50-2903(8) and 50-2008(d) list additional conditions applicable to open land areas, including open land areas to be acquired by the Agency, which are the same or similar to the conditions set forth in the definitions of “deteriorating area” and “deteriorated area;”

WHEREAS, the Report addresses the findings concerning the eligibility of open land within the Study Area as defined in Idaho Code Sections 50-2018(9), 50-2903(8)(c), and 50-2008(d);

WHEREAS, under the Law and Act, specifically Idaho Code Sections 50-2903(8)(f) and 50-2018(8) and (9), the definition of a deteriorating area shall not apply to any agricultural operation as defined in Section 22-4502(2), Idaho Code, absent the consent of the owner of the agricultural operation except for an agricultural operation that has not been used for three (3) consecutive years;

WHEREAS, the Study Area may include parcels subject to such consent. While the necessary consents have not been obtained, any and all consents shall be obtained prior to the Pocatello City Council’s consideration of any urban renewal plan;

WHEREAS, the Report includes a preliminary analysis concluding the base assessment roll value for the Study Area along with the combined base assessment roll values for the Existing Project Areas do not exceed 10% of the current assessed valuation of all taxable property within the City of Pocatello;

WHEREAS, Idaho Code Section 50-2018(18) provides that an urban renewal agency cannot exercise jurisdiction over any area outside the city limits without the approval by resolution of the governing body of the other city or county declaring the need for an urban renewal project for the proposed area;

WHEREAS, a portion of the Study Area includes certain real property located in unincorporated Bannock County;

WHEREAS, the Agency accepted the Report by way of Resolution No. 2025-3 at the June 18, 2025, meeting of the Agency Board, a copy of which Resolution (without exhibits) is attached hereto as **Exhibit B**;

WHEREAS, the Report was forwarded to the Bannock County Board of Commissioners for purposes of obtaining a resolution determining such area to be deteriorated and/or deteriorating and finding the need for an urban renewal project for the proposed Study Area;

WHEREAS, pursuant to Idaho Code Section 50-2008, an urban renewal project may not be planned or initiated unless the local governing body has, by resolution, determined such area to be a deteriorated area or deteriorating area, or combination thereof, and designated such area as appropriate for an urban renewal project;

WHEREAS, Idaho Code Section 50-2906, also requires that in order to adopt an urban renewal plan containing a revenue allocation financing provision, the local governing body must make a finding or determination that the area included in such plan is a deteriorated area or deteriorating area;

WHEREAS, the proposed Study Area has no impact on the jurisdictional boundaries of Bannock County;

WHEREAS, on June 24, 2025, representatives of the City and the Agency met with the Board of County Commissioners to discuss the proposed Report and the Study Area;

WHEREAS, on June 24, 2025, representatives of the City and/or the Agency presented the Report to the Board of County Commissioners requesting the Commissioners consider adopting the findings concerning the proposed Study Area;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF BANNOCK COUNTY, IDAHO, AS FOLLOWS:

Section 1. That the above statements are true and correct.

Section 2. That the findings of the Agency made on June 18, 2025, in Resolution No. 2025-3 are hereby adopted by the Board of County Commissioners.

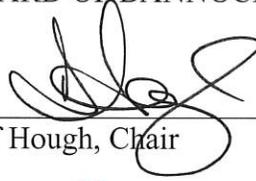
Section 3. That there is a need for an urban renewal plan for the Study Area.

Section 4. To the extent a portion of the Study Area owned by Bannock County may be determined to be an agricultural operation as defined by Idaho Code Section 22-4502(2), this Resolution provides the necessary consent.

Section 5. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

ADOPTED this 24th day of June, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Commissioner



Ken Bullock, Commissioner

ATTEST:



Jason C. Dixon, Bannock County Clerk

Exhibit A

South 5th Urban Renewal Area Eligibility Report, dated June 11, 2025

Exhibit B

The Urban Renewal Agency of the City of Pocatello, Idaho, Resolution No. 2025-3,
dated June 18, 2025, Accepting the South 5th Urban Renewal Area Eligibility Report, dated June
11, 2025

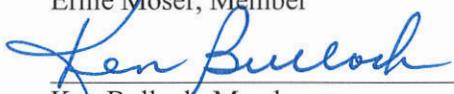
**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

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 29, June 10, and 12, 2025, as approved during the meeting of June 24, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS

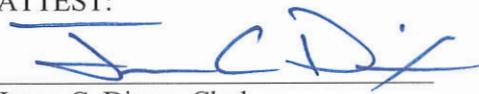


Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk