



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, July 8, 2025
Commissioners present:	Ernie Moser and Jeff Hough
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ken Bullock
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Jon Radford

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	<ul style="list-style-type: none"> Scott Crowther, Business Manager and Events Director, seeking approval to purchase a tractor (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Shanda Crystal, Procurement, requesting to discuss approval of and signature on (1) an estimate for Event Center furniture, and (2) two proposals with Xcell Engineering, LC for geotechnical evaluations of the Road and Bridge construction project (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Signature on a Sheriff's Memo and letter from the Board of Bannock County Commissioners approving the Sheriff to award a Deputy's handgun and badge upon retirement (requested 5 minutes) (action item)
5	SIGNATURE ONLY (action items):
	Quit Claim Deed
6	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 Catering Permits Certificate of Residency Approval Mileage Reimbursement Requests Technology Request Form Independence Day Vendor Agreements Memorandum Authorization for Accounts Payable Cardholder User Agreement and Authorization Minutes: Approval of Minutes for Commissioner Meetings on June 26 and July 1, 2025 and Board of Equalization Hearing Minutes for June 30, 2025 and Certification of Said Minutes

Meeting Notes

- 1 9:01 AM Hough called the meeting to order.
Community Resources and Advocacy Director Shantal Lauulu presented cremation applications for case numbers 20250040 and 20250041. Moser moved to approve cases 20250040 and 0041. The motion passed. Moser moved to approve a release of lien for case 20110336. The motion passed.
- 2 9:02 AM Crowther reported that a new tractor with the horsepower needed was located. The tractor was used last weekend as a trial. There is a Sourcewell contract that will allow us to piggyback. After rebates, the price will be \$105,000. Additionally, they will give a trade value for the old tractor. Funding options were PILT, roll over from events, and contingency. Moser moved to approve the purchase of the tractor and for Hough to sign the digital documents for up to \$105,000 from contingency. The motion passed.
- 3 9:10 AM Crystal reviewed the furniture for the new Event Center office needs to be ordered by Monday for delivery by the move in date. The final list is still be determined, so the request is to approve up to \$35,000. Funding will come from ARPA overage. Moser moved to approve spending up to \$35,000 at the new Event Center. The motion passed.
9:14 AM Planning Director Hal Jensen also appeared. Crystal reviewed the geotechnical evaluation proposals for the office building for Road and Bridge, Planning and the Coroner. A proposal for the storage shed has not been received yet. Funding options were reviewed. Hough moved to accept the contract from XCELL Engineering to be funded from County Operations and Coroner. The motion passed.
- 4 9:18 AM Sheriff Manu appeared for the request to award a firearm and badge to a retiring deputy on Aug 1. A resolution will be adopted.
- 5 9:20 AM Moser moved to approve the Quit Claim Deed for parcel RPRMCPM009319. The motion passed.
- 6 9:21 AM Hough moved to approve the consent agenda items. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved cremation assistance for case numbers 20250040 and 20250041; and one release of lien for case 20110336.	Indigent
Approved tractor purchase through Sourcewell contract for \$105,000 from contingency.	Procurement/Parks and Rec
Approved up to \$35,000 for furniture for new Event Center office.	Procurement
Approved XCELL Engineering contract for geotechnical evaluations.	Procurement
Approved Quit Claim Deed for parcel RPRMCPM009319.	Commission
Approved consent agenda.	Clerk

**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of June 26 and July 1, 2025, as approved during the meeting of July 8, 2025.

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Board of Equalization hearings inclusive of the date(s) of June 30, 2025, as approved during the meeting of July 8, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk