



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, July 22, 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, Attorney Jon Radford, and HR Director Matthew Phillips

## Agenda Details

AGENDA	
	Regular Business Meeting (action items)
	<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	<ul style="list-style-type: none"> <li>Adam McKinney, 911 Communications, seeking approval of and signature on MOU for shared site access repeater (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Discussion pertaining to approval of and potential signature on a Reimbursement Agreement with the City of Chubbuck regarding waived landfill fees for the demolition of the Pine Ridge Mall (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Kristi Davenport, Commission, request for mileage to return to Pocatello for Commissioner Hough's return trip from NACo (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Kristi Klauser, Auditing, requesting signatures to pay manual checks and tractor purchase (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Matthew Phillips, Human Resources &amp; Risk Management Director, requesting approval of and potential signature on proposed ancillary coverage with Philadelphia Insurance for 1) 7/26 Dwight Yoakam concert, 2) 8/6 Joe Bonamassa concert, and 3) 8/8 Old Dominion concert (requested 15 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>Jason Dye, Trial Court Administrator, requesting approval of and potential signature on 1) copier purchase and maintenance contract with Dex Imaging and 2) addendum to lease agreement with Power County (requested 10 minutes) (action item)</li> </ul>
8	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution No. 2025-49 Awarding Firearm to Retired Sheriff Deputy
9	<b>LETTERS AND NOTICES (action items):</b> Notice of Action letters
10	<b>SIGNATURE ONLY (action items):</b> June 2025 Commissioner Proceedings Xcell Engineering proposal for geotechnical evaluation
11	<b>CLAIMS AND CONSENT 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>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</li> </ul>

	<ul style="list-style-type: none"> <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>• Minutes: Approval of Meeting Minutes for July 3 and 8, 2026, and Board of Equalization Minutes for July 1, 3, 7, and 9, 2026, and Certification of Said Minutes</li> </ul>
12	Public Hearing Rezone Application (action item)
13	Public Hearing Zoning Ordinance Text Change (action item)

## Meeting Notes

- 1 9:00 AM Hough called the meeting to order. Community Resources and Advocacy Director Shantal Lauulu presented cremation applications for case numbers 20250042, 20250043, 20250044, 20250045, and 20250046. Moser moved to approve case numbers 20250042, 0043, 0044, and 0045 and to deny case number 20250046. The motion passed.
- 2 9:03 AM McKinney reviewed an MOU to relocate repeater equipment on Sedgewick. Moser moved to approve the MOU. The motion passed. McKinney reported approval of the ISPCG grant for Next Gen 911. There will be a contract in the next few weeks with installation within 18 months.
- 3 9:13 AM Davenport reviewed the agreement addressed the proposed reimbursement potential with the Chubbuck Development Authority. Bullock moved to approve the agreement with the Chubbuck Development Authority. The motion passed.
- 4 9:15 AM Davenport reviewed a mileage reimbursement for Hough. Bullock moved to approve the reimbursement. The motion passed.
- 5 9:16 AM Klauser reviewed manual checks for concerts and a tractor purchase that were pre-approved, and emails authorizing the payments were received. Moser moved to approve the purchases and manual checks. The motion passed.
- 6 9:18 AM Phillips reviewed ancillary insurance agreements for concerts. Moser moved to approve the insurance policies. The motion passed.
- 7 9:06 AM Dye reviewed a contract for D6 for a copy machine from Dex Imaging. Bullock moved to approve the agreement. The motion passed.  
9:08 AM Dye reviewed a lease agreement with Power County for D6 treatment. Moser moved to approve the agreement with Power County. The motion passed.
- 8 9:20 AM Moser moved to approve Resolution 2025-49. The motion passed.
- 9 9:21 AM Hough moved to approve the letters and notices. The motion passed.
- 10 9:21 AM The Commissioner proceedings and engineering proposal were approved in the previous motion.
- 11 9:21 AM Bullock moved to approve the claims agenda. The motion passed.
- 12 11:00 AM Hough called the hearing to order. Moser moved to enter the public hearing. The motion passed. Planning Director Hal Jensen, Assistant Planning Director Tristan Bourquin and Applicant Jeremy Maska with Westwood Construction representing the property owner were present. Bourquin reviewed the Planning Council recommended approval of the application. The criteria Council deliberated against was submitted in the packet. Hough acknowledged receipts of two letters supporting the application and one letter from Chubbuck opposing.

11:02 AM Manska explained there is a truss manufacturing plant operating at the location. Bullock moved to approve the rezone as recommended by Council. The motion passed. There were no other public comments submitted.

- 13 11:14 AM Hough called the hearing to order. Moser moved to enter the public hearing. Planning Director Hal Jensen and Assistant Planning Director Tristan Bourquin were present. Bourquin reviewed Planning Council recommended an ordinance text amendment to section 394.6(D) to approve changing the acreage requirement from 750 to 640 acres, plus or minus 10%. Applicant has recommended that number be 550 acres. Discussion at Council’s public hearing surrounded the intent for determining that initial size, which was investigated and determined to be an arbitrary number. Bullock moved to accept the ordinance changes to section 394.6 to read 640 acres, plus or minus 10%. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved cremation assistance for case numbers 20250042, 0043, 0044, and 0045 and denied case number 20250046.	Indigent
Approved MOU with Franklin/Caribou/Bear Lake Counties for 911 site access.	E911
Approved agreement with Chubbuck Development Authority regarding fee reimbursement.	Commission
Approved mileage reimbursement.	Auditing
Approved manual checks.	Auditing
Approved ancillary insurance agreements for concerts.	Risk Management
Approved copier purchase from Dex Imaging and lease agreement with Power County.	D6
Approved Resolution No. 2025-49 Awarding Firearm to Retired Sheriff Deputy.	Clerk
Approved proceedings publication, engineering proposal, BOE letters, and claims agenda.	Clerk
Approved rezone application for Manska.	Planning/Ordinance
Approved zoning ordinance text amendment to section 394.6(D).	Planning/Ordinance

In the Matter of AWARDING )  
FIREARM TO RETIRED )  
SHERIFF DEPUTY )

R.S. 2025-49  
July 22, 205

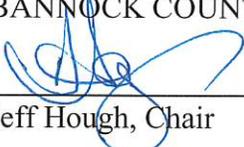
**RESOLUTION**

WHEREAS, Idaho Code §31-830 provides that a Sheriff's deputy may be awarded their handgun, badge, and identification card upon retirement; and

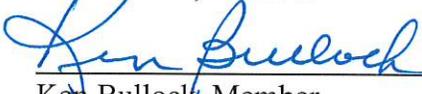
WHEREAS, after 38 years of dedicated service to Bannock County, Deputy Bob Musetti will be retiring.

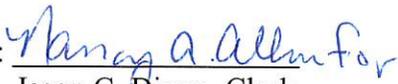
NOW, THEREFORE, BE IT RESOLVED that the retiring deputy be awarded, upon recommendation of the Sheriff, his handgun (Serial #\*\*80), badge, and identification card imprinted with "Retired."

BANNOCK COUNTY COMMISSIONERS

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

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

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

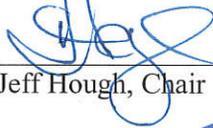
Attest:   
Jason C. Dixon, Clerk

**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 date(s) of July 3 and 8, 2025, as approved during the meeting of July 22, 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 July 1, 3, 7, and 9, 2025, as approved during the meeting of July 22, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



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



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



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

ATTEST:

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