



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, July 24, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Comptroller Kristi Klauser, Attorney Scott Pearson, and HR Director Matthew Phillips

Agenda Details

AGENDA	
Regular Business Meeting (action items)	
Agenda:	
1	<ul style="list-style-type: none"> • Robert Wagner, President – Idaho State University, providing an update for ISU (requested 15 minutes)
2	<ul style="list-style-type: none"> • Ryan O’Hearn, Pocatello Fire Chief, providing a quarterly update
3	<ul style="list-style-type: none"> • Matthew K. Phillips, Human Resources and Risk Management, requesting signature on proposed ancillary coverage with Philadelphia Insurance for ZZ Top, Darius Rucker, and 311 & Badflower (requested 5 minutes) (action items)
4	<ul style="list-style-type: none"> • Discussion pertaining to a request to waive late fee and interest on parcel number RPRPFMS000600 (AMENDED to include) possible Executive Session under Idaho Code §74-206 (1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement; with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Shanda Crystal, Procurement, requesting to discuss (1) Dioptra invoice for Road and Bridge construction project, and; (2) a procurement update (requested 10 minutes) (action item)
6	<ul style="list-style-type: none"> • Kristi Klauser, Auditing, providing an ARPA update (requested 10 minutes) (potential action item)
7	<ul style="list-style-type: none"> • Buddy Romriell, Public Works, seeking approval for leave without pay 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)
8	<ul style="list-style-type: none"> • Signature on Volunteer Agreement (action item)
9	<ul style="list-style-type: none"> • Ernie Moser, Commission, seeking (1) to discuss paying for “comfort plus” for Bannock County employees when traveling by air, and; (2) approval to attend the NACo WIR conference in spring of 2026 (requested 5 minutes) (action items)
10	Claims Agenda: <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 • Alcohol Licenses and Permits • Certificate of Residency Approval

	<ul style="list-style-type: none"> • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable
11	Clerk's Recommendation for FY26 with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following Executive Session (action item)

Meeting Notes

- 1 8:59 AM Hough called the meeting to order and reviewed an amendment to the agenda. Moser moved to accept the amended agenda. The motion passed.
9:00 AM Wagner reviewed summer activities on campus and youth camps, increased enrolment, campus housing, new buildings for a residence hall and life sciences, a physician assistant program in the RFC building, ISU celebration week, and homecoming. Questions were addressed regarding Idaho Launch. Discussion ensued on a partnership with the INL, parking, and bus routes.
- 2 9:28 AM O'Hearn gave updates on ambulance service that included call volume, call location density, and service in Chubbuck.
- 3 9:50 AM Phillips reviewed insurance policies for concerts. Moser moved to approve the contracts. The motion passed.
- 4 9:51 AM Chief Deputy Treasurer Misty Katsilometes appeared. Hough moved to enter into executive session under Idaho Code §74-206 (1)(f) to communicate with legal counsel. The motion passed by roll call vote.
10:07 AM Hough moved to exit executive session. The motion passed. Bullock moved to rely on what state statute says and the remedy as stated with our dates and as everything as has been done. The motion passed.
- 5 10:08 AM Crystal reviewed an invoice from Dioptra for a flyover from the feasibility study. Funding options were reviewed. Public Works Director Kiel Burmester appeared and explained the need to determine elevations and distances.
10:13 AM Crystal gave procurement project updates.
- 6 10:31 AM Klauser gave updates on ARPA projects.
- 7 10:29 AM Romriell reviewed the request for leave without pay. Hough moved to approve leave without pay. The motion passed.
- 8 10:36 AM Bullock moved to approve the Volunteer Agreement. The motion passed.
- 9 10:36 AM Moser suggested, as a benefit, to make a policy change and pay up to comfort plus for airfare. Moser moved to upgrade the policy for flights to pay up to comfort plus on airfare as long as the funding is available funding. The motion passed.
10:45 AM Moser explained with the policy that outgoing elected officials do not attend an out of state conference, that he is requesting to go to WIR next year. Bullock moved to approve the request. The motion passed.
- 10 10:46 AM Discussion ensued on claims and completion of financials.
- 11 1:01 PM Senior Accountant Kaytlyn Alvord and Comptroller Kristi Klauser were present. Klauser reviewed highlights on the FY26 Clerk's recommended budget with changes from department requests, steps for those eligible, Sheriff salary requests, 22 grade changes or promotions, 3% adjustment for elected and chief deputies, Sheriff training line, two full time positions were removed, one position added for code enforcement, and D6 staff to contractor change.

1:04 PM Health insurance has an adjustment of \$300,000 spread to departments. Operations and ARPA funds rolled over \$1 million. The budget is a decrease from last year's budget of \$103,763,209 to \$102,169,908.

1:13 PM Funding was reviewed and using 3% and new construction will still reduce tax dollars by \$15.44 per taxable \$100,000. The total property tax request is \$33,744,994 versus \$32,303,587 in FY25, or \$348.85 per taxable \$100,000 versus \$364.29 in FY25. Revenues were reviewed with some declining state revenues. Reserves used for the budget are \$23,086,778.

1:17 PM Discussion ensued on the levy and homeowner's exemption.

1:24 PM The budget was turned over to the Board and meetings will be held next week.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved contracts for concert insurance with Philadelphia Insurance.	Risk Management
Approved entry/exit executive session – legal discussion and rely on statute and process already followed regarding late fees and interest.	Clerk/Treasurer
Approved leave without pay.	Auditing/Public Works
Approved Volunteer Agreement.	HR
Approved policy change for airfare comfort plus and WIR conference.	Auditing